

Apple-Works **F** o r u m

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TABLE OF CONTENTS

Letters to NAUG	2	Special Offers	18
• How to get better output from Epson printers.		• NAUG discounts on computer repairs.	
• How to use the "Clock Patch".			
My Favorite Template	3	Software Review	19
• An AppleWorks cookbook.		• Family Tree: A quality genealogical program for the Apple II.	
Special Offers	6	General Interest	23
• NAUG discount on Helium Balloons.		• How to import ClarisWorks files into AppleWorks.	
My Favorite Macro	7	• A conflict with ProDOS File System.	
• How to get correct word counts.		Special Offers	27
Software Review	10	• Special discounts on printer repairs and magazine subscriptions.	
• Universe Master: My favorite hard disk management system.		Public Domain Update	28
AppleWorks News	14	• Four new disks in the NAUG library.	
• Apple offers free on-site service and lower prices.		Members Helping Members	30
NAUG Classifieds	14	• How to get help with desktop publishing and financial software.	
General Interest	15	• NAUG's newest volunteers.	
• How to replace a keyswitch.		Electronic Index Disk Update	32
		NAUG Membership	32

Support for AppleWorks and ///EZ Pieces Users

Better Output from Epson Printers

Dear Cathleen,

The letter by William Scratchley in the April issue of the *AppleWorks Forum* tells Epson LQ owners to configure AppleWorks so it sends Epson FX printer codes to their LQ printer. Although this approach works, it keeps Epson owners from using the full capabilities of the newer Epson printers.

For example, my Epson Action 4500 printer can produce the complete IBM character set which includes the Greek alphabet, mathematical symbols, and graphic characters. Here is a sample of the output:

α β γ π Σ σ μ τ φ θ δ ρ
± ≈ √ ¥ € ≥ ≤ Ω « » ÷

However, you need to send the eighth bit to your printer to generate these characters, and the Epson FX driver turns off that bit.

The trick to producing these characters is to tell AppleWorks that you have an Epson RX printer. Then use Barclay Clemesha's IBM macro to print these characters from AppleWorks. I must also turn on the 8-bit capability of my Grappler+ interface card by using Control-I H in the interface card code.

Robert M. Hautzik
Apple Valley, California

[Ed: Barclay Clemesha's IBM macro is on the Clemesha AppleWorks Accessories Disk (which requires UltraMacros 3.1) and the Clemesha Ultra 4 Utilities Disk (which requires Ultra 4.1 or later). A comprehensive description of the Clemesha Ultra 4 Utilities Disk appears on page 28 of this issue of the AppleWorks Forum.]

The disks cost \$4 (5.25-inch format) or \$6 (3.5-inch format) plus \$2 s/h per order from the NAUG Public Domain Library.]

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through our newsletter entitled the **AppleWorks Forum**.

How to Use the "Clock Patch"

Dear NAUG:

How do I use the clock patch that comes on the new 4.01 Apple System Disk I got from NAUG? What does it do?

Tom Vidile
New Rochelle, New York

[Ed: ProDOS can keep track of the dates for any six consecutive years that you specify. Every six years you must re-set the starting point on the table built into ProDOS to accommodate the next set of dates.]

On January 1 of some upcoming year ProDOS will date stamp your files with a date that is six years earlier than you expect. Follow these steps to update your copy of ProDOS when that happens:

- 1. Boot your computer with the new Apple System Disk. Use the back of the disk if you have the 5.25-inch disk. Exit to BASIC if you have the 3.5-inch disk*
- 2. Type "-CLOCK.PATCH" to patch the copy of ProDOS on the System Disk. Then follow the on-screen prompts.*
- 3. Use any disk utility program to replace the copy of ProDOS on your AppleWorks Startup Disk with the patched copy on your System Disk. Apple IIGs owners should copy the patched ProDOS file into the System folder on their hard drive and then rename the file "P8".*

That will let you use ProDOS for another six years before the problem recurs.]

AppleWorks Forum

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An AppleWorks Cookbook

by Stan Hecker

Most NAUG members know that they can use AppleWorks to create a personal cookbook, but few actually use AppleWorks to store their recipes. Although the benefits are obvious, the process of designing a cookbook data base can be daunting.

This month's template, based on a design submitted by Roger Shaddick of Marietta, Georgia, can help you get started. When you are done, you will be able to store your recipes electronically, find the recipes you want for any meal, and print reports like the example in *Figure 1*.

In describing this template, I will assume that you know the basic commands and features built into AppleWorks. Data base novices should start with NAUG's 24-page booklet entitled "How to Get Started with the Data Base". [Ed: The booklet cost \$5 plus \$1.50 s/h from NAUG.]

Building the Template

Follow these steps to create the template:

1. Create a new AppleWorks data base file called RECIPES with the categories shown in *Figure 2*.

You will use the category named ":" to store the name of the recipe (for example, "CHICKEN CANTONESE"). Using a colon for the category name saves space on the screen and lets you use longer names for your recipes.

"SVGS" is the number of servings prepared by the recipe.

Figure 1: Printed Report of Selected Recipes

WHITE BREAD	
2 pkg. active dry yeast	3/4 C. water (105-115F)
2-2/3 C. warm water	1/4 C. sugar
1 T. salt	3 T. shortening
9-10 C. flour	Soft butter or margarine
Dissolve yeast in 3/4 cup water; stir in all minor ingredients and 5 C. of the flour. Mix, then beat, adding flour until dough works by hand. Knead on lightly floured board about 10 min. Place in greased bowl, cover, let it rise till double, about 1 hr. Punch dough down, divide in half. Roll out each half then roll up each half and tuck ends in. Put each tucked roll into bread pan. Brush lightly with butter. Let both rise until double, about 1 hour. Bake in 350F preheated oven for 30-35 minutes.	
VEGETABLE/BEEF SOUP/STEW	
2 lb Stew Beef	5 q water
3 medium onions, chopped fine	5 C stewed tomatoes
4 beef bullion cubes	2-1/2 C Celery
2-1/2 C Carrots	4 t minced parsley
4-5 potatoes (diced)	1 lb frozen mixed vegetables
Brown beef, add onions until onions are translucent. Add water and bullion cubes, skimming as required, for 1/2 hour. Add tomatoes and simmer for 1-1/2 hour. Add celery, carrots, parsley and potatoes, and simmer until	

Figure 2: Data Base Categories

File: RECIPES		CHANGE NAME/CATEGORY Escape: Restore former entry
Category names		
=====		
:	T1	Options: Change category name Up arrow Go to filename Down arrow Go to next category -I Insert new category -D Delete this category
SVGS	T2	
SELECT? (Y for yes)	T3	
I1	T4	
I2	T5	
I3	T6	
I4	T7	
I5	Keys	
I6		
I7		
I8		
I9		
I10		
I11		
I12		
Type entry or use commands		309K Avail.

Figure 3: Revised Single Record Layout

File: RECIPES CHANGE RECORD LAYOUT Escape: Review/Add/Change

Return or arrows Move cursor
and arrows Move category location
-T Turn inverse names on/off

=====

:: SVGS: SELECT? (Y for yes):

I1: I2:
I3: I4:
I5: I6:
I7: I8:
I9: I10:
I11: I12:

T1:
T2:
T3:
T4:
T5:
T6:
T7:
Keys:

Use options shown above to change record layout. 299K Avail.

The “Keys” category will store “key words” like “fish”, “main dish”, and “breakfast”; you will use these words to find the recipes you want.

Unlike most sophisticated templates, the cookbook does not include extra unused categories. That gives you more space for your recipes in the single record layout.

AppleWorks will not let you create customized screen layouts until you have at least one record in your file, so the next step is to create a blank record with “Y” in the “SELECT? (Y for yes)” category. Continue as follows:

2. Press the Escape Key and the Space Bar. Then press the Return Key twice. Type “Y” in the “SELECT (Y for yes)” category. Then press the Return Key and the Escape Key.

Follow these steps to re-arrange the categories in the single record layout:

3. Press Apple-L and use the Apple Key and Arrow Keys to re-arrange the categories so they look like the layout in *Figure 3*. (This will require some “juggling” of the categories. Start by moving the second column of categories to the bottom of the screen.)

When you finish, press the Escape Key and indicate that the cursor should move from “Left to Right, Top to Bottom”.

Figure 4: Revised Multiple Record Layout

File: RECIPES CHANGE RECORD LAYOUT Escape: Review/Add/Change

=====

--> or <-- Move cursor
> < Switch category positions
--> <-- Change column width
-D Delete this category
-I Insert a previously deleted category

: SVGS Keys SELECT? (Y for yes)

WHITE BREAD 10 BREAD OVEN
FISH SOUP 5 FISH SOUP
VEGETABLE/BEEF 10 MAIN MEAT SOUP STEW

More -->

Use options shown above to change record layout 297K Avail.

You will put a “Y” in the “SELECT? (Y for yes)” category to identify the recipes that you will print.

Categories I1 through I12 will store the ingredients and categories T1 through T7 will store information about the “tasks” (that is where you will put the instructions portion of the recipe).

4. Press Apple-Z to switch to multiple record layout. Then press Apple-L and delete all except the “:”, “SVGS”, “Keys”, and “SELECT? (Y for yes)” categories. Then change the multiple record layout to match the example in *Figure 4*. Press the Escape Key and specify “Down (Standard)” for cursor movement.

My Favorite Template...

The Reports

Now you will create a labels format report that prints the recipes. Continue as follows:

5. Press Apple-P and create a labels format report from the current record layout. Call the report "SELECTED RECIPES". Use the Apple-D command to delete the "SVGS", "SELECT?", and "Keys" categories from the layout. Your report format will look like the example in *Figure 5*.
6. Press Apple-R and select the records that contain the letter "Y" in the "SELECT? (Y for yes)" category. That will limit the printout to the recipes that you specify.
7. Press Apple-O and toggle the page header ("PH") to "No".
8. Press the Escape Key twice to return to the Report Menu.

Next, you will create a report that prints a list of the ingredients you need for your meal. Continue as follows:

9. Create a labels format report "from scratch". Call the report "INGREDIENTS". Delete and rearrange the categories to match the layout in *Figure 6*.
10. Press Apple-R and select only those records that contain the letter "Y" in the "SELECT? (Y for yes)" category.
11. Press Apple-O and set the header to "No". Toggle "KS" ("Keep number of lines the same") to "No" so your report contains an uninterrupted list of the ingredients for all your selected recipes.
12. Press Apple-Q, the Return Key, and Apple-S to save your work.

Figure 5: "Selected Recipes" Report

File: RECIPES	REPORT FORMAT	Escape: Report Menu
Report: SELECTED RECIPES		
Selection: SELECT? (Y for yes) contains Y		
=====		
:		
I1	I2	
I3	I4	
I5	I6	
I7	I8	
I9	I10	
I11	I12	
T1		
T2		
T3		
T4		
T5		
T6		
T7		
-----Each record will print 15 lines-----		
Use options shown on Help Screen		297K Avail

Figure 6: "Ingredients" Report

File: RECIPES	REPORT FORMAT	Escape: Report Menu
Report: INGREDIENTS		
Selection: SELECT? (Y for yes) contains Y		
=====		
I1		
I2		
I3		
I4		
I5		
I6		
I7		
I8		
I9		
I10		
I11		
I12		
-----Each record will print 12 lines-----		
Use options shown on Help Screen		297K Avail

Using the Template

Now it is time to switch to single record layout and enter your recipes. Start with your favorites or those that you copy often for others. Use the Apple-Y Command to delete the "Y" from the "SELECT? (Y for yes)" category in the first record. Make no entries in the "SELECT? (Y for yes)" field in the remaining records. Create keywords for the "Keys" field. Leave all the ingredient and task fields you do not need blank.

If the list of ingredients or instructions are too long, you can "borrow" a line from the other group. If

Figure 7: Sample Recipe

```
File: RECIPES                REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records

Record 2 of 35  (35 selected)
=====
:: STEAK AND BROWN RICE                SVGS: 5    SELECT? (Y for yes): -
I1: 2 lbs. Round Steak, Bite Size      I2: 2 T. Olive Oil
I3: 1/2 C. Brown Rice                  I4: 3 C. Water
I5: 1 Pkg. Dry Onion Soup              I6: 1 10 oz. pkg froz. green beans
I7: -                                  I8: -
I9: -                                  I10: -
I11: -                                 I12: -
T1: Heat pressure cooker. Add oil and brown meat. Remove meat from the
T2: pressure cooker. Add other ingredients; stir well. Place meat back
T3: in cooker. Close pressure cooker and put on the regulator. When it
T4: rocks, cook 15 minutes. Then turn off heat and let pressure drop on
T5: its own--about 20 minutes. Fluff the mixture with a fork while it's
T6: steaming.
T7: -
Keys: MAIN MEAT PRESSURE
=====
Type entry or use      commands                297K Avail
```

you do that, list the common ingredients such as milk and sugar last; these "borrowed" lines will not appear in the "Ingredients" report. Then save your work.

Figure 7 depicts a sample recipe in your file.

Now you will print your reports. Follow these steps:

1. Press Apple-N and rename the data base. That will let you enter "Y's" in the "SELECT? (Y for yes)" category without changing your original data base file.
2. Display the data in multiple record layout. That makes it easy to scroll through your recipes. Then use the Apple-F or Apple-R command to select the recipes you want to print. Type a "Y" in the "SELECT? (Y for yes)" field for those recipes.
3. Press Apple-P to print your reports on paper or on your screen.

Conclusion

As you can see, this is a clear, easy-to-understand template that demonstrates an excellent home use for AppleWorks' data base module.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michi-

gan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financial and population analyses.]

[Roger Shaddick teaches computer applications at Marist School in Atlanta, Georgia.]

[A working copy of this template appears on this month's issue of NAUG on Disk, which costs \$10 from NAUG and requires a 3.5-inch disk drive. This template works with any version of AppleWorks.]

Special Offers

Special Offer on Helium Balloons

Balloons Software recently announced Helium Balloons, a new disk-based publication for parents, teachers, and librarians. Helium Balloons will include book reviews, software reviews, how-to articles, first-person anecdotes, educational news, and creative writings by and for children.

The Apple II version of Helium Balloons includes AppleWorks files on two double-sided 5.25-inch disks. The Macintosh version comes on a single 800K disk.

Balloons Software will publish five issues of Helium Balloons annually. Subscriptions cost \$35 per year (\$40 to Canada/Mexico and \$50 outside North America). A school site license, which includes both the Apple II and Macintosh versions, costs \$60 annually.

Until September 1, NAUG members can subscribe to Helium Balloons for \$25 (international shipping extra). Identify yourself as a NAUG member and include your NAUG membership number with your order. *[Balloons Software, 5201 Chevy Chase Parkway NW, Washington, DC 20015; (202) 244-2223; GENie: p.shapiro1; America Online: pshapiro.]*

How to Get Correct Word Counts

by Keith Johnson and Warren Williams

Most writing assignments include some guidelines. For example, teachers tell you “no more than five pages”. Magazines and newsletters say “Approximately 2,500 words”.

Fortunately, you can use AppleWorks 3.0's built-in spell checker to count the number of words in a word processor document. Press Apple-V, select “Options”, and select “Summary”. Then choose “Screen” if you want AppleWorks to perform a normal spelling check before it displays the word count. Choose “Only” and AppleWorks will skip the normal spell check display.

However, AppleWorks counts every word in your file, including words such as “a”, “an”, “and”, and “the”. That's appropriate for many applications, but not for publications that only want you to count “real” words.

The macro in *Figure 1* solves this problem. The macro counts the number of “a”, “an”, “and”, and “the's” in a document. The macro then uses AppleWorks to get a total count, reports the total number of words, the number of “a”, “an”, “and”, and “the” words, and an adjusted total count.

How to Use the Macro

1. Type the macro into your macro file.
2. Compile the file and save it as your default macro set. [Ed.: *Step-by-step directions appear in the sidebar “How to Add a Macro” in the April 1993 issue of the **AppleWorks Forum**.*]
3. Go to the desired word processor document and press <ba-C>. The macro will count the occurrences of the common words and then launch an AppleWorks spell check to determine the total number of words in the document. It then does the necessary subtraction and displays the adjusted word count at the bottom of your screen.

The macro displays an error message if it cannot find the dictionary or otherwise launch the spell checker.

4. Press any key to delete the extra line added to the document by the macro.

Technical Details

The macro in *Figure 1* includes the <ba-C> main macro and two subroutines. The main macro specifies the word to check and keeps count of the total number of words found.

The AppleWorks spell checker only generates a summary if it finds one or more misspelled words. The <ba-C> main macro ensures that your document contains a misspelled word by inserting the “word” “yy” at the beginning of the file. <ba-C> then defines the contents of variable \$9 as the word “a” and passes control to the <ba-G> subroutine.

The <ba-G> subroutine uses the <oa-F> command to find the string and calls the <ba-I> subroutine which determines if the string identified in the <ba-G> subroutine is a complete word.

The macro requires the <ba-I> subroutine because <oa-F> finds the specified string even if it is part of another word. For example, if you search for “the”, <oa-F> will find the word “theater”. The macro guards against that by searching for the string “the ” with a space appended.

<oa-F> will also find “the ” at the end of “breathe”. To disallow that, the <ba-I> subroutine tests the character before the beginning of the search string. If the macro finds a space, the string is the correct word.

Finally, if the string starts at the beginning of a line, the test for a space before the word will not work. So the subroutine checks if the string starts in column 1. If the string starts in column 1, the word is legitimate, and the macro need not check any further.

Figure 1: Word Count Macro

```
<ba-G>:<asr><
oa-1:
U = 0:
begin:
  oa-F>T<oa-Y:
  print $9:rtn:
  $5 = screen 1,24,1:
  if $5 = "N" then print " ":
    endmacro:
  endif:print "N":
ba-I:
right:
rpt>!
```

```
{ Define the subroutine that finds words. }
{ Go to the beginning of the file. }
{ Initialize the variable that counts the number of words. }
{ Begin the counting loop. }
{ Do an oa-F and erase the suggested default. }
{ Enter the string you want to find. }
{ Capture the first letter of the message at the bottom. }
{ If the message is "Not found...", press the Spacebar... }
{ ...and return to the main macro. }
{ If the string is found, press "N" to stop here. }
{ Launch the subroutine that checks the word. }
{ Move the cursor to the right to go past the current word. }
{ Repeat the loop to issue another oa-F. }
```



```
<ba-I>:<asr><
posn X,Y:
if X = 1 then U = U + 1:

endmacro:
endif:
$0 = "":
left:
read:
if $0 = " " then U = U + 1:

>!
```

```
{ Define the subroutine that checks if the string is a word. }
{ Read the position of the cursor. }
{ If it is in the first column, the word is real... }
{ ...so add "1" to the number of words found... }
{ ...and return to the ba-G subroutine. }
{ If it's not in the left column... }
{ ...initialize variable $0... }
{ ...move to the previous character... }
{ ...and read it. }
{ If it's a space, the word is real... }
{ ...so add "1" to the number of words found... }
{ ...and return to the ba-G subroutine. }
```



```
<ba-C>:<awp><
oa-1:
zoom:insert>yy<rtn:
v = 0:

$9 = "a ":
ba-G:
v = v + u:
$9 = "an ":ba-G:v = v + u:
$9 = "and ":ba-G:v = v + u:
$9 = "the ":ba-G:v = v + u:
oa-V>OSO<rtn:
$8 = screen 19,3,5:
w = val $8:
w = w - 1:
$8 = str$ w:
$9 = str$ v:
z = w - v:
$7 = str$ z:
$1 = "----- Word count:" + $8 + "; a/an/and/the: " + $9 + "; Corr. word count: " + $7 + " ":

msg $1:
k = key:
esc:
zoom:oa-1:
oa-D:last:rtn>!
```

```
{ Define the main macro. }
{ Move the cursor to the beginning of the file. }
{ Insert "yy" in a separate line at the beginning of the document. }
{ Initialize the variable that will store the word count. }
{ Start the routine that counts the number of occurrences of "a". }
{ Define the string. }
{ Run the subroutine that finds the word. }
{ Add the number of new occurrences found by the subroutine. }
{ Count the number of occurrences of "an". }
{ Count the number of occurrences of "and". }
{ Count the number of occurrences of "the". }
{ Run the built-in word counter. }
{ Read the five-character string that contains the number of words. }
{ Convert to a number and remove any trailing spaces. }
{ Subtract one for the extra "yy" word added to the file. }
{ Convert back to a string that contains the total number of words. }
{ Define the string that contains the number of disallowed words. }
{ Compute the "corrected" total number of words. }
{ Convert the total to a string. }
{ Define the message string. }
{ Display the message. }
{ Wait for the user to press a key. Then... }
{ Quit the spell checker and return to the document. }
{ Go to the beginning of the document... }
{ And delete the first line. }
```

TimeOut Word Count Is Faster

TimeOut Word Count is one of the original TimeOut applications developed by Alan Bird in 1987. When AppleWorks 3.0 and the new versions of TimeOut appeared, many users assumed that the original versions of Word Count would not work. To our surprise, the old application works as well as ever.

Word Count, which is significantly faster than the AppleWorks spell checker, does not require a misspelled word in your document. If you own Word Count, you can make these changes to the <ba-C> macro in *Figure 1* to speed up the counting process:

1. Delete the line `zoom:insert>yy<rt;n:` which inserts a misspelled "word" into the document.
2. Replace the lines
`oa-V>OS0<rt;n:`
`$8 = screen 19,3,5:`
with the following:
`$0 = "Word Count":oa-esc:find:rt;n:`
`$8 = screen 48,10,5:`
3. Delete the line `w = w - 1:` which adjusts the word count so it ignores the misspelled "yy" word added to the document.
4. Delete the last four lines of the macro starting with `k = key:`. These commands remove the extra line added to the beginning of the document by the original macro.
5. Replace the colon in the line `msg $1:` with `>!` to end the macro.

The <ba-C> macro is much slower than AppleWorks, so don't expect blazing speed when you do your work. You might be tempted to insert a command to turn off the display to speed things up and keep the screen from flashing. But the macro needs the screen active so it can read the AppleWorks messages that appear at the bottom.

Purists may note that the macro re-enters the word each time it issues an <oa-F>. Since AppleWorks displays a default string after you use <oa-F>, you would think that you could just send a <rt;n> after the first find. But that makes the macro incompati-

ble with the popular AppleWorks patch that tells AppleWorks *not* to suggest a default entry for <oa-F>. This macro works for both patched and unpatched versions of AppleWorks.

You can add your own words to disallow in your word count. Just follow the pattern shown in <ba-C>. Be sure to include the trailing space in your new string.

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

Dr. Warren Williams, the President of NAUG, is a Professor of Educational Technology at Eastern Michigan University and is a frequent contributor to the AppleWorks Forum.]

[This macro appears on this month's NAUG on Disk, which costs \$10 from NAUG. The macro requires AppleWorks 3.0 enhanced with Ultra-Macros 3.x. NAUG on Disk requires a 3.5-inch disk drive.]

LockOut 2.0

Proven!

Hundreds of schools trust LockOut to save their teachers from hours and hours of frustration.

LockOut prevents students from changing the Control Panel settings on IIGS computers, without disabling any NDA, CDA, or CDev that does not change settings. Includes Installer utility, 40 page manual, and a license to use it on all file servers, hard disks, and floppies in a single building. 90 day unconditional money back guarantee.

\$49.95 from ...

SuperStuff
3382 Sandra Drive
Kalamazoo, Michigan
49004

Universe Master: My Favorite Hard Disk Management System

by Ira M. Garvin

The closet in my first apartment looked large — until I stuffed it with my few belongings. I knew then that I would always want more space to store my clothes and other possessions.

Now my wife and I share a large walk-in closet that's almost the size of my first bedroom. But once again, it is stuffed with my possessions. Keeping things straight and making the best use of my closet space is more of a problem than ever; the more I own, the more time I must spend managing my possessions.

In a way, computer disks are like these closets. At one time I couldn't imagine filling up a 5.25-inch disk. But soon the 5.25-inch technology became inadequate and I moved on to a 3.5-inch and eventually a hard disk drive. But my "possessions" once again grew to fill the available space, and managing my "goodies" became more difficult.

Fortunately, software developers understand this problem and offer a passel of programs designed to help manage the files on a drive. Over the years I collected a number of these utilities which let me control my electronic system.

But now I replaced them all with Universe Master, a new System 6 file management utility from Econ Technologies.

What Is It?

Universe Master makes it easy to compress, decompress, archive, and backup your files. The program can repair, zero out unused blocks,

and view and print hierarchical maps of your disks and hard drive. Universe Master lets you catalog

Figure 1: Main Window with Map

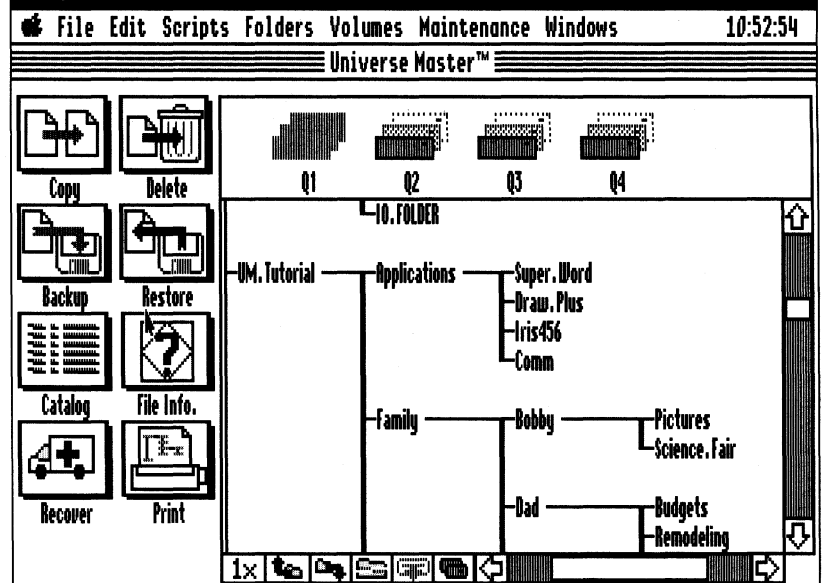


Figure 2: Sample Warning Message

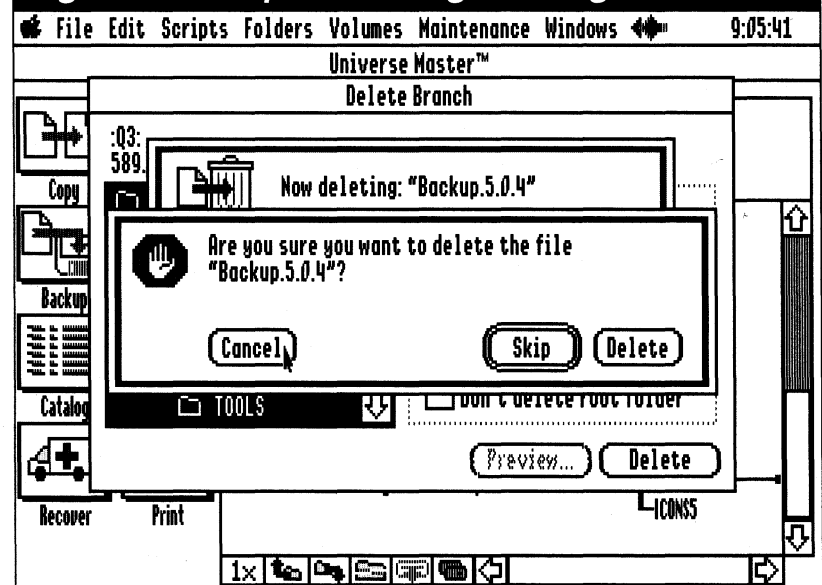
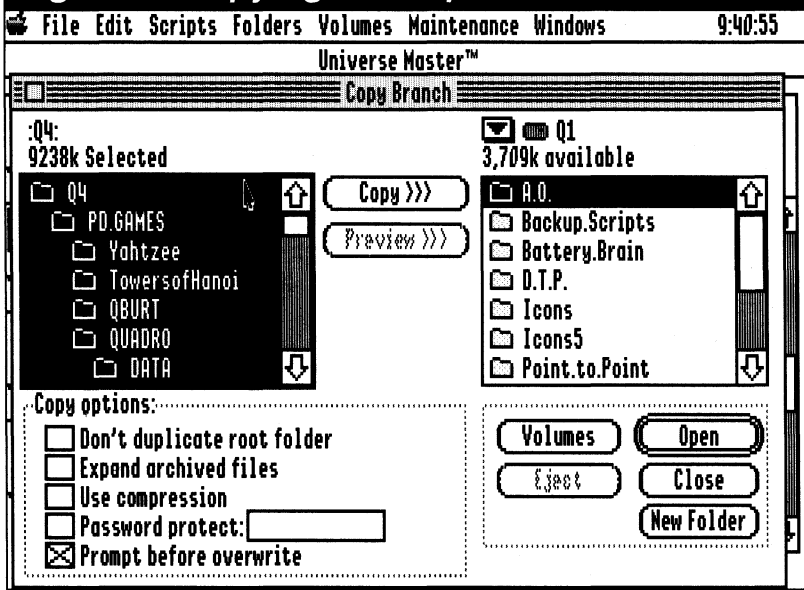


Figure 3: Copying a Complete Branch



On the other hand, Universe Master is not a program launcher. You continue to use the Finder or your favorite program launcher after you install the program.

How It Works

Installing Universe Master is easy; just double-click on the Install.UM icon that appears when you insert the disk. Apple's Installer program does all the work.

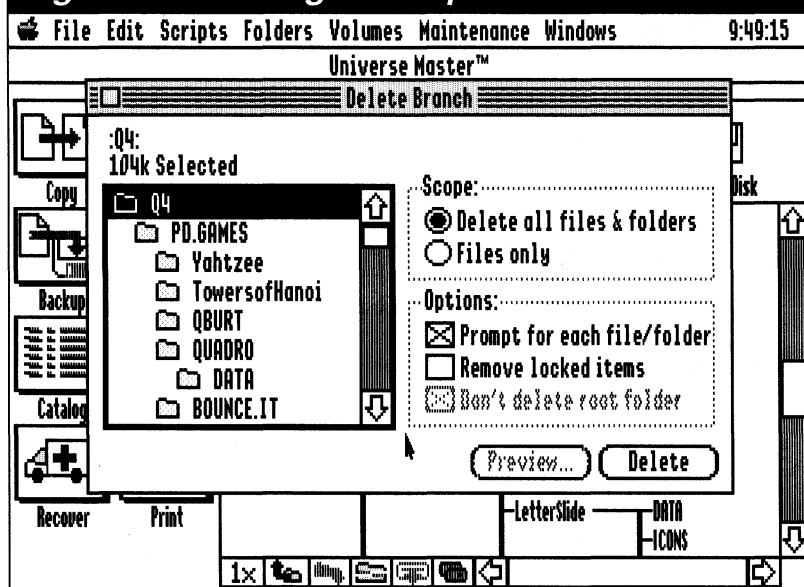
You launch Universe Master like any other desktop-based program; either by double-clicking in the Finder or by using Trans-ProgIII, QuickLaunch, UtilityLaunch, or any of the other popular Apple IIGS launchers.

Universe Master displays the window in *Figure 1* which includes an online display region, a map view area, and the command buttons. You access all the Universe Master functions from this screen.

Clicking on a volume icon displays a hierarchical map of its contents. Universe Master automatically saves this map on your disk to speed up future operations. Scrolling through the map reveals all the folders on your volume or disk.

The Command Buttons launch the program's options. Most are easy to understand and require minimum reference to the manual. Universe Master includes all the appropriate warnings to keep you from inadvertently losing files or damaging the contents of your disk (see *Figure 2*).

Figure 4: Deleting a Complete Branch



your disks, delete and recover files, change file attributes, create new folders, and sort the contents of your folders. The program also lets you erase, format, rebuild, and duplicate volumes, do block edits, and validate the volume's file system.

In short, Universe Master does everything I need in a disk management utility except optimize and back up more than one disk volume (but Econ Technologies plans to offer these capabilities in version 1.1 of the program, which will be sent free to registered users).

Universe Master offers exceptional flexibility. For example, press the Copy Button and you can copy an entire volume, a branch of that volume, a folder on that branch, or a set of files within that folder (see *Figure 3*). Select the Delete Button and you can specify the files or folders you want to delete (see *Figure 4*). The Restore Button lets you restore the files in a single folder or a subset of folders. In each case, a "criteria window" lets you choose additional options.

The Catalog Button displays information in a format similar to the Finder's "view by name" choice

(see Figure 5). The File Info Button lets you view and change the information about a file (see Figure 6).

The Recover Button lets you recover both intact and partially intact files. The program's recover feature works. Three of my five file recovery attempts with Universe Master restored enough information to let me avoid what would otherwise have been a difficult reconstruction process.

Backup Capabilities

However, the program's most important feature is its backup capability.

Backing up your hard drive is usually a long, tedious process. Like many hard disk owners, I often failed to back up my system; it took a crash of my hard drive and the loss of a floppy data disk until I learned my lesson.

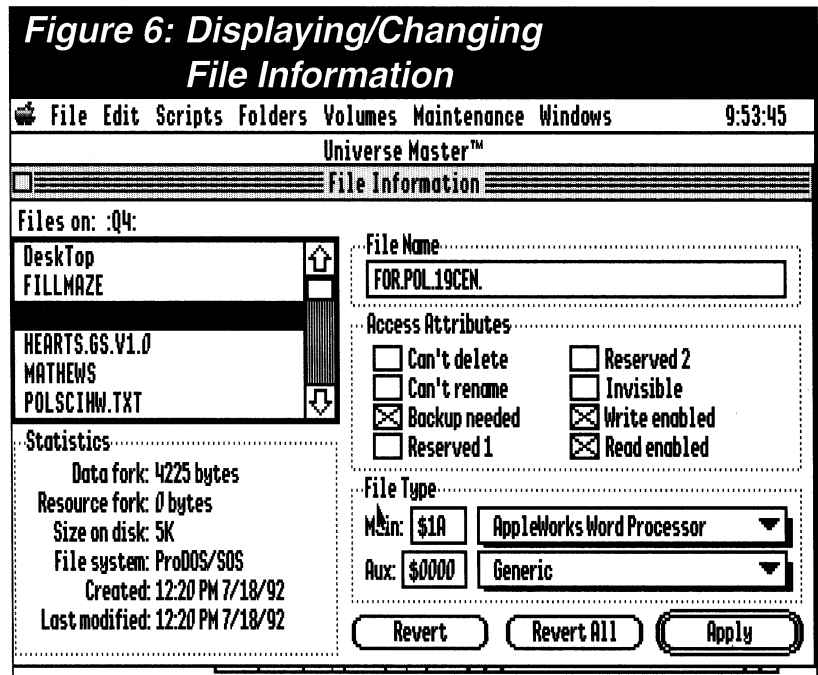
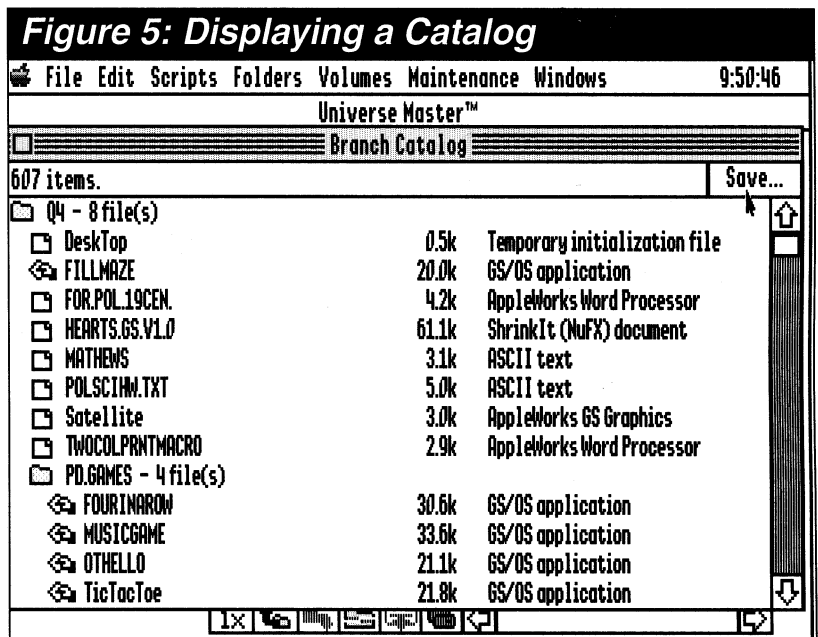
Universe Master makes daily backup as simple as clicking on an icon. The process takes as little as thirty seconds, depending on how many files you created or modified during the day.

As you can see from Figure 7, the backup routine offers many options, including file compression, which saves about 50% of the space on your backup media.

One of the program's most important features is its ability to automatically create a "backup script" that remembers the steps you followed to back up your drive. Although scripting sounds complicated, it took me less than two minutes to create a script and generate a backup of my files.

The program's scripting capability lets you back up your system automatically and also lets you make multiple backups on another partition on your hard drive and on a 3.5-inch disk.

The program can also "chain" your scripts to further automate the backup process. Chaining lets you link two or more backup scripts so you can back up multiple files in a single operation.



Documentation

Universe Master comes with a fully-indexed, 145-page plastic-bound manual. The documentation is well written and includes a hands-on, step-by-step tutorial that demonstrates how to use the features of the program. Completing the tutorial takes about an hour. The five page cross-referenced index makes it easy to find the material you need when you refer to the manual.

The manual also includes an excellent section on hard drive organization that is worth the cost of the

Figure 7: Setting the Backup Criteria

Backup Criteria...

File Edit Scripts Folders Volumes Maintenance Windows 10:09:01

Backup files if they...

☒ changed since last backup

☐ haven't been backed up in 7 days

☐ have grown by 8 k or more

☐ exist on destination volume

☐ match these filetypes:

Unknown
Bad blocks
Pascal code
Pascal text
ASCII text
Pascal data

When backing up files...

☒ Duplicate script

☐ Use Compression

☐ Password protect:

☐ Backup date stamping

Mark Unmark Unmark All Save defaults Go Backup Cancel

[Universe Master lists for \$99. Until September 1, NAUG members can buy the program directly from the developer for \$59.95 plus \$3 s/h (\$5 s/h to Canada and Mexico, \$8 s/h outside North America). Identify yourself as a NAUG member and include your NAUG membership number with your order.]

[Econ Technologies, Box 195356, Winter Springs, Florida 32719; (407) 365-4209.]

A Reminder

Your next issue of the *AppleWorks Forum* is the August/September issue that should arrive about September 1. Have a great summer!

software. This little appendix showed me how to restructure the four partitions on my 100 megabyte Q-drive to increase my efficiency, productivity, and save disk space.

Reliability

Universe Master is compatible with all the NDA's, CDA's and Inits on my system. The program is stable; I experienced no crashes or lockups during my tests.

Conclusion

Universe Master is a sophisticated, easy-to-use program that uses menus and prompts to lead you through each process. Although the program duplicates some of the functions available in the Finder and in various utility programs, no other single product offers as many features and as much functionality in such an easy-to-use package; I recommend the program to my colleagues who run System 6 on a hard disk-equipped Apple IIGs.

[Ira M. Garvin is a Social Studies teacher at West Hempstead High School in New York and may be reached on America OnLine as Sherlock4.]

[Universe Master comes on a single 3.5-inch disk and requires 1.5 megabytes of RAM, at least one 3.5-inch disk drive, and System 6.0 or later. A hard disk is recommended.]



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Apple Offers Free On-Site Service and Lower Prices

Apple recently announced comprehensive changes in its service and support program for owners of Apple computers.

All Apple owners can now get toll-free telephone help from Apple with problems related to installation, set-up, configuration, compatibility, and troubleshooting. If a product needs repair, the 800-number service will tell you about your service options and will help you contact on-site, mail-in, and carry-in service providers.

In addition, all Apple desktop computers and LaserWriters bought after February 1, 1993 now carry a one-year on-site warranty. Apple will provide free on-site service for customers who live within 60 miles of a participating Apple Authorized Service Provider (AASP). Apple's goal is to schedule all repairs within four hours of your call and to complete all repairs within two business days. However, you will have to work with the Apple representative on the phone; they will ask you to perform tests and take steps to ensure that your system needs repair and is not improperly installed or configured.

If on-site service is not available at your location, Apple will pick up and deliver your warranted computer at no charge. Apple's goal is to repair and return all computers within three business days of pick-up.

Apple will also describe local carry-in service options available in your area.

Apple continues to cover all PowerBook computers with its one-year mail-in service program.

Apple also expanded its global warranty program to make it easier to get service worldwide. No-cost, carry-in warranty service is now available for all Apple products under warranty no matter where it was purchased. If you plan to travel with Apple equipment, call Apple's 800 number before you

leave the U.S. for information about service options at your destination.

[Apple Computer, (800) SOS-APPL. Service provided Monday - Friday, 6am - 6pm Pacific Time.]

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Educators interested in buying a Macintosh computer should consider this special Educator Advantage offer from Apple that is valid through September 30, 1993:

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The Macintosh LC computers come with an Apple Basic Color Monitor, the American Heritage Dictionary, Random House Encyclopedia, MacGlobe, Calendar Creator, and Correct Grammar. Buyers of any system can order ClarisWorks for \$49.

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How to Replace a Keyswitch

by Dennis Ziomek

*An article in last month's issue of the **AppleWorks Forum** described how to lubricate a sticky key on your Apple II keyboard. This month, Dennis Ziomek describes how to replace a broken keyswitch. This article applies only to Apple II+ and IIe computers. Replacing a keyswitch voids the warranty on your computer.*

As a teacher who maintains the Apple IIe computers in our school, I can testify to the robustness of these systems. Yet no matter how tough the computer, things do break.

After disk drives and printers, the parts most likely to break are the keyswitches under each key on the keyboard (see *Figure 1*). Either the stem and keycap break off, or the keyswitch just goes bad. If you are adventurous and know how to use a pencil soldering iron, you can inexpensively replace the individual keyswitch on an Apple II+, IIe, or platinum IIe computer.

Unfortunately, these techniques do not work on the newer "integrated" keyboards used on Apple IIc and IIGS computers.

Follow these steps to replace a broken keyswitch:

1. Turn off the computer and unplug the power cord. Ground yourself by touching a grounded metal object before you continue.
2. Remove the pop-off cover on top of the computer.
3. If the keycap is still on the faulty switch, pry off the keycap using the tips of two butter knives as described on page 19 of last month's issue of the **AppleWorks Forum**. (I use a keycap puller that came with a word processing program from Quark. But that program was discontinued long ago and I have never seen this tool in any catalog.)
4. If the keycap is broken off, remove the stem from the keycap with needle-nosed pliers or tweezers. Save the broken stem. Hopefully, the keycap is not lost; finding replacements can be

Figure 1: Apple II Keyswitch

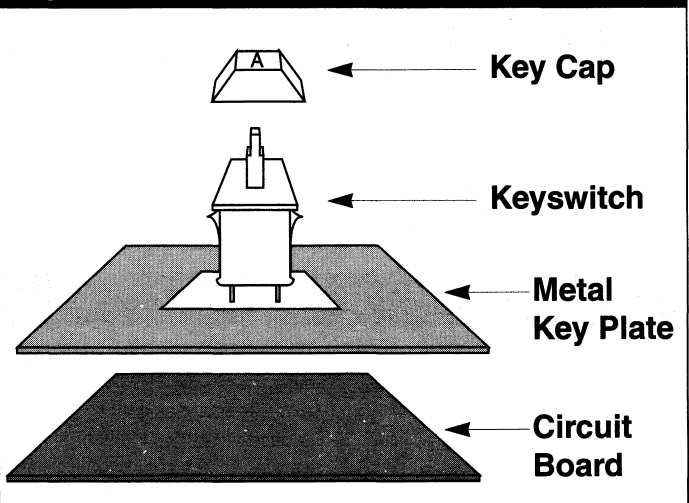


Figure 2: Removing the Screws

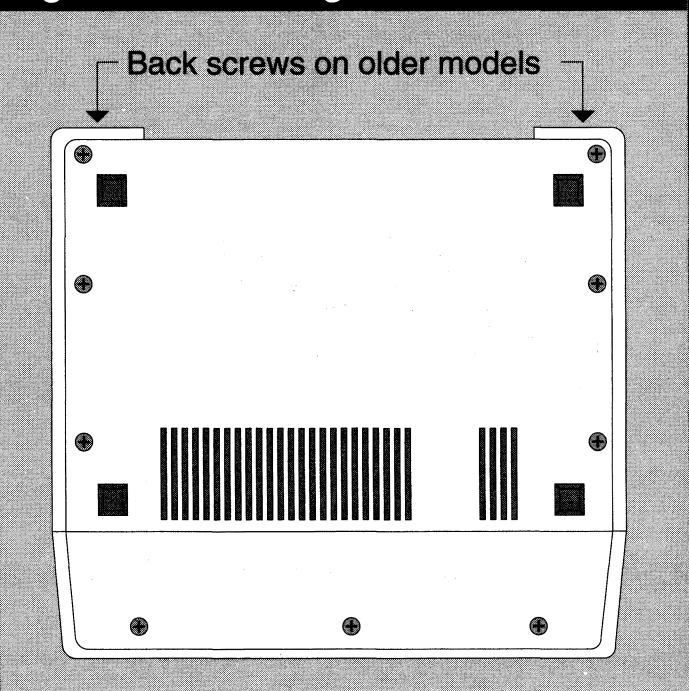


Figure 3: Two Different Case Designs

Figure 3A: Keyboard Attached to Bottom

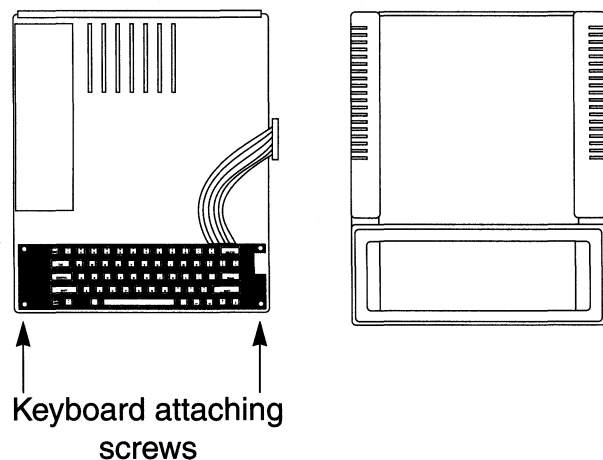


Figure 3B: Keyboard Attached to Top

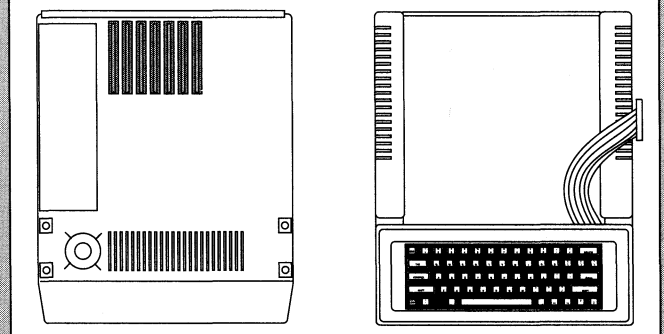
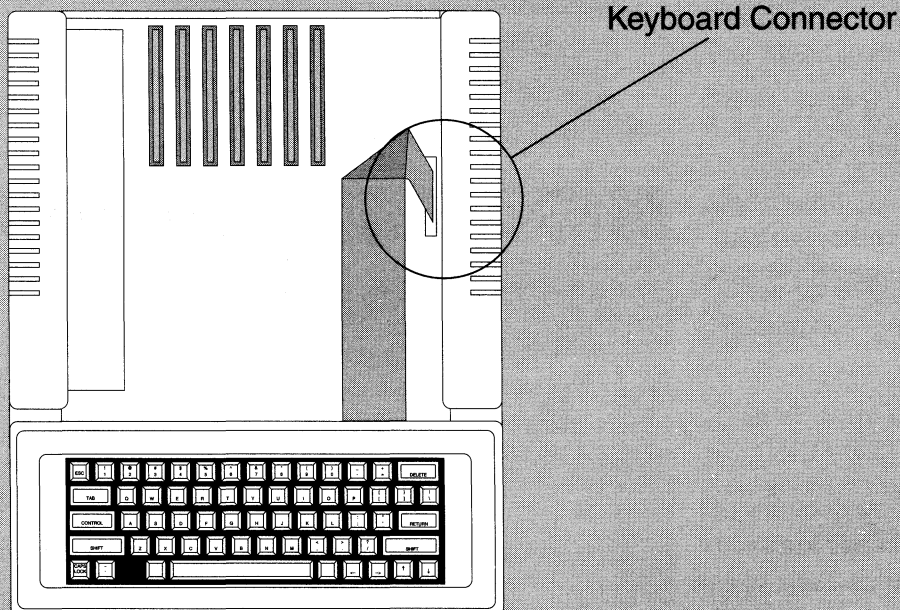


Figure 4: Keyboard Connector



difficult and often involves “scavenging” key-caps from otherwise unusable systems.

5. Now you will separate the metal and plastic portions of the case.

Turn the computer upside down and remove the nine screws as indicated in *Figure 2*. If you are

working on an Apple II+ or older Apple IIe, remove the two screws in the corners on the back of the case. Then turn the computer upright and separate the two parts of the case.

Some keyboards are attached to the top cover, others to the bottom portion of the case (see *Figures 3A* and *3B*). Fortunately, the repair procedures are identical for both designs.

6. Remove the ribbon cable that connects the keyboard to the motherboard. The plug at the end of the cable slips off the connector on the motherboard (see *Figure 4*).
7. Remove the four screws that attach the corners of the keyboard to the case (see *Figure 3A*). Then remove the keyboard. (If your keyboard is attached to the cover, turn over the cover to access the screws that hold the keyboard in position.)

Back Issues

Vol. I N° 1

August 1986

How to save formatted files on disk	3
How to use AppleWorks as a BASIC editor	4
How to write for the AppleWorks Forum	5
How to configure AppleWorks to work with custom printers	6
AppleWorks' impact on personal computing	10
How to use Apple products outside the U.S.	11
How to use the "Arrange" Command	12
Arranging your data entry screen to facilitate data input	14

Vol. I N° 2

September 1986

Available in the AppleWorks Handbook — Vol. 1

Vol. I N° 3

October 1986

Available in the AppleWorks Handbook — Vol. 1

Vol. I N° 4

November 1986

How we produce the AppleWorks Forum	2
How to get the data base to "count"	3
Laser 128 and Citizen printer problems	3
How to configure a Microtek parallel printer interface card	3
More AppleWorks books	3
Graphs and AppleWorks	4
How to use non-Apple printers	4
How to print entire documents in boldface (Part 1)	5
How to store files on a RAM disk	7
What AppleWorks users should know about pathnames	8
How to prepare outlines with AppleWorks	11
How to produce return address labels	12
How to combine data bases with different categories	13
How to download files using the XMODEM protocol	14

Vol. I N° 5

December 1986

AppleWorks and the Apple ///	3
How to check if your printer is OK	3
How to hide data when you print a spreadsheet	3
A spreadsheet bug follow-up	3
Do you have the latest version of your software?	4
Enhancing ProDOS on your AppleWorks disk	6
How to get pages to begin and end where you want	7
How to use a RAM disk to speed up a spelling checker	10
How to print column and row headings	11
Why a file won't fit on your data disk	12
How to print entire documents in boldface (Part 2)	13

Vol. II N° 1

January 1987

How to print on short pages and postcards	2
How to protect private AppleWorks data	3
How to use sub/superscripts in the data base	3
Gemini 10-X printer problems	3
Blown disk and printer interface problems	4
How to recover lost data on damaged disks	4
How to create an index for an AppleWorks document	6
How to insert tabs into existing text	7
How to design formulas so you can use "Arrange"	10
Problems printing from the data base module	11
Tricks with calculated fields in reports	11
How to prepare tables for a document	11
How to convert ASCII files for AppleWorks	12
How to use AppleWorks' built in "pop-up" calculator	13

Vol. II N° 2

February 1987

Available in the AppleWorks Handbook — Vol. 2

Vol. II N° 3

March 1987

How to solve RAM disk problems	2
How to underline with Epson FT and Spirit 80 printers	3
How to set up an auto-boot disk for RamWorks cards	4
1040Works and AppleWorks can fill out your tax forms	7
"Sticky spaces": What they are and how to use them	8
How to transfer data between spreadsheets (Part 1)	10
How to improve your printouts: A review of FontWorks	11
How to get more than three selection rules	12
How to print on postcards and short pieces of paper	13
Move your TransWarp card out of slot 7	15

Vol. II N° 4

April 1987

Available in the AppleWorks Handbook — Vol. 2

Vol. II N° 5

May 1987

How to get "instant" AppleWorks	2
High ASCII codes: What they are and how to use them	3
Data base problems with a time field	4
An easier way to add three custom printers to AppleWorks	5
How to retain your clipboard with mail merged documents	8
Using AppleWorks with 3.5-inch drives	10
Techniques for printing labels	11
How to improve your templates — Part 1	15
A review of RAMUP	20
Help for RAM disk users	22

Vol. II N° 6

June 1987

Available in the AppleWorks Handbook — Vol. 2

Vol. II N° 7

July 1987

Information about InfoMerge	2
Template developer wants to work with others	2
CP/M cards and AppleWorks	2
Printer control codes in AppleWorks	3
Printer settings for Mail Merge	3
AppleWorks and a standard TV	3
How to get a "A" symbol into printer control codes	4
Software for the Apple ///	4
Leave your computer on	5
How to keep your tax records organized	7
Use the spreadsheet as decision support software	16
Using AppleWorks to teach Social Studies	17
A list of the cables to use with your computer	18
How to underline in data base reports	20
How to produce bibliographies	20
How to print page numbers — Part 1	22
How to print a single page	23

Vol. II N° 8

August 1987

Available in the AppleWorks Handbook — Vol. 2

Vol. II N° 9

September 1987

Available in the AppleWorks Handbook — Vol. 2

Vol. II N° 10**October 1987**

New enhancements for AppleWorks	2
How to print your name on every document	3
How to copy SEG.PR	3
Help setting up auto-boot disks	3
Member needs a command tree	4
Why your lengthy reports creep down the page	4
How to improve AppleWorks' tabs system	5
Help setting up Okidata printers	7
Templates: What they are and how to use them	8
How to enter Control-@ symbols in printer codes	8
ImageWriter II super- and subscripts	9
How to use the Copy II+ sector editor	9
A review of Quicken	16
How to line up dollar amounts in spreadsheets	17
How to get footnotes in documents	19
An alternative to footnotes	20
Limitations of the AppleWorks spreadsheet	21

Vol. II N° 11**November 1987**

How to convert data base entries to "Date" format	2
Amending the "faster startup" patch	3
Advice for using Members Helping Members	3
Member needs help with an ImageWriter II	4
How to use @ROUND in the spreadsheet	4
Quicken: How to go from check register to spreadsheet	5
Printrix: Two reviews	8
How to integrate the data base and spreadsheet - Part I	14
How to get blank cells using @IF	17
A free "upgrade" for IIGs owners	18
How to solve printer problems when using a RAM disk	19
How to print addresses on envelopes	21

Vol. II, N° 12**December 1987**

Avoid hyphens in data base files	2
Disk drive woes with the Apple IIGs	3
Observations on TimeOut AppleWorks add-ons	4
Good prices on equipment and supplies	4
Customizing AppleWorks with a sector editor - Part I	5
A mail merge clipboard shortcut	9
Printing tricks with Sideways	10
How to integrate the data base and spreadsheet — Part II	15
Making the most of your peripheral-slot memory card	19
Techniques to handle dates in a data base	22
Avoiding extra-wide margins in the word processor	22
A shortcut for preparing mail merge documents	23

Vol. III N° 1**January 1988**

How to convert AppleWriter files into AppleWorks format	2
Command tree publisher offers discount to members	2
Where to get help with 1040Works	2
A review of TimeOut UltraMacros	5
Move group totals from data base to spreadsheet - Part III	8
How to customize AppleWorks with a sector editor - Part II	16
ImageWriter II sheet feeder and legal-sized documents	19

Vol. III N° 2**February 1988**

Be cautious about the Zip Chip accelerator	2
How to connect two printers to an Apple IIGs	3
How to make the best use of 3.5-inch disks	3
Problems with 3.5-inch disk drives	4
How to use the "Indent" Command	5
Template developers can now write stand-alone macros	6
Four ways to enter Control-@ printer codes	8
How to ensure you have the latest version of TimeOut	9
Easier ways to back up data files	10
How to get started with TimeOut accessories	14
How to update to the latest version of ProDOS	17
How to get your clock card working	17
Review of TimeOut DeskTools	19
How to update the Electronic Index Disk	23

Vol. III N° 3**March 1988**

A preview of future AppleWorks enhancements	2
How to run AppleWorks on MS-DOS computers	3
How to convert Bank Street Writer files into AppleWorks	4

Correction to the ImageWriter II sheet feeder tip	5
How to print special symbols and foreign characters	7
Review of TimeOut FileMaster	9
How to use expanded memory to speed up TimeOut	11
How to decipher "A" marks in documents	13
How to use RAMUP with 3.5-inch disks	14
Ten techniques to improve your labels	16
How to recover damaged data base files	20

Vol. III N° 4**April 1988**

Enhanced AppleWorks needs enhanced hardware	2
How to recreate a data base file	4
Deciphering a "No 'SYS' Files" message	5
How to get school packs of AppleWorks	5
Clarix announces network-compatible AppleWorks	6
Make report names meaningful	6
How to develop invoices and other business templates	8
How to plan for business forms	10
How to use the Copy Command	11
How to handle tax-free transactions	13
Review of TimeOut Graph	16
How to get help with AppleWorks modules	23
Members Helping Members Data Base available on disk	26
Applied Engineering releases updated expansion software	27

Vol. III N° 5**May 1988**

How to replace data in the data base	3
Transferring numbers from the spreadsheet to data base	4
How to get slashed zeros	4
Limitations on ProDOS pathnames	4
How to use AppleWorks in foreign languages	7
An easy way to set DIP switches	7
How to add printer codes to interface card settings	8
Control code commands for foreign languages	8
How to send a printer code from the spreadsheet module	9
Conversion table between foreign languages	10
How to display foreign characters on an Apple IIe	11
Dealers who sell foreign-language chips and AppleWorks	11
How to print foreign words and phrases	12
How to get string logic in the spreadsheet module	15
A better way to pause each page	16
How to use spelling checkers with a RAM disk	20
How to include notes in the data base	21
How to get counts in the data base	22

Vol. III N° 6**June 1988**

Hardware you need to run TimeOut	2
How to preserve the format of spreadsheet cells	2
Autoboot disks for TimeOut-enhanced AppleWorks	3
Apple IIc hard disk options	3
How to avoid blank labels	4
Subdirectories on 3.5-inch disks	4
TimeOut QuickSpell: A review	6
How to transfer files into AppleWriter and FredWriter	14
How to become an intermediate level user	16
Data Base File Repair Kit available to NAUG members	18
An easier way to print 3-across labels	20
How to boot AppleWorks from 3.5-inch disk drives	21
100 Ways to improve AppleWorks	22

Vol. III N° 7**July 1988**

Robert Lissner hints at a new version of AppleWorks	2
How to set up AppleWorks for Grappler+ interface cards	3
How to delete damaged files	3
How to get ASCII files without Returns	4
How to make TimeOut memory-resident	4
Zip Chip review	6
Alternatives to the Zip Chip	7
How to run game software on the Zip Chip	10
An easier way to get underlining and boldface	11
A macro that counts data base records	11
How to save copies of screens on disk	12
TimeOut SuperFonts: A review	14
How to use SuperFonts' alternate character sets	17
Printer and interface cards supported by SuperFonts	18
Why you cannot use a print buffer with SuperFonts or Printrix	19
How to use the AppleWorks clipboard	21

Vol. III N° 8**August 1988**

Important AppleWorks developments	2
How to recover files converted to DOS 3.3.....	3
Patch to change AppleWorks' cursor	3
A technique for using 3.5-inch disks with AppleWorks	4
How to boot from a hard disk	4
A patch to improve the foreign language screen	5
How to get special printing effects with dot matrix printers	10
How to "debug" custom printer effects.....	12
A custom letterhead template	14
Hints for using SuperFonts	17
How to get the first line to print correctly	18
How to prepare lists for the word processor	19
How to use the clipboard to save keystrokes	21
Clipboard limitations	21
An autoloader macro for TimeOut.....	23
How to get footnotes in AppleWorks	24
A powerful footnoting alternative	25
How to get help recovering damaged disks	26
Beagle adds Paint module to TimeOut series	27

Vol. III N° 9**September 1988**

How a print buffer works	2
Why you get short lines when you print.....	2
Information about a macro users group.....	3
Another patch to change the AppleWorks cursor.....	3
How to transfer files into AppleWorks — Part 1.....	4
File transfer resources	7
How to handle 9-digit zip codes.....	8
Two ways to print a single page	9
Macro Primer: How to get started with macros — Part 1	10
Commands UltraMacros adds to AppleWorks	11
Macros built into UltraMacros	12
TimeOut Thesaurus: A review	14
How to get multi-line headers in the word processor	18
How to prevent Apple IIGS lockups	20
How to protect your privacy.....	20
SpreadTools: Useful tools for the spreadsheet user	21

Vol. III N° 10**October 1988**

A defense of Printrix	2
How to get single space output in foreign languages	2
Patch to delete unwanted spaces	3
Macro Primer: How to create keyboard macros	6
How to transfer files from laptop computers into AppleWorks	9
TimeOut Data Converter adds power to AppleWorks	13
Use SuperFonts to print special characters	14
Keeping your disks organized	16
How to print headings and comments in tables reports	19
Two resources to help you teach AppleWorks	21

Vol. III N° 11**November 1988**

Lissner relates beginnings of AppleWorks	2
Free offer to recover damaged files	3
How to prepare tables in proportional fonts.....	3
Where to get help with AppleWorks.....	8
How to speed up your spreadsheet applications	9
How to transfer AppleWorks data to Macintosh computers.....	10
Working with Microsoft Works files	12
Where to get conversion software	12
How to determine column widths in tables format reports.....	15
Macro Primer: An introduction to compiled macros	17
Common UltraMacros tokens	18
Anatomy of a macro.....	19
An easy way to insert footnotes	21
How to "undelete" text	22

Vol. III N° 12**December 1988**

How to get improved output from ImageWriter II printers	2
How to use font disks from the Public Domain Library	2
Solutions to problems making 5.25-inch copies of AppleWorks 2.1	3
How to eliminate blank pages in documents.....	5
How to get more from QuickSpell	6
How to avoid Apple IIGS lock-ups	7
Macro Primer: Understanding compiled macros.....	8
How to annotate macros	10

How to get enhanced output from dot matrix printers.....	13
How to control print quality on the ImageWriter II	14
How to get high-quality output from Epson printers	14
How to differentiate between zeros and blanks	17
Three ways to detect erroneous entries	18

Vol. IV N° 1**January 1989**

How to use AppleWorks with CompuServe	2
How to align the paper in your printer	2
How to print data base labels longer than 15 lines.....	3
How to move non-adjacent spreadsheet rows.....	4
AppleWorks GS: The beginning of a new generation.....	6
Macro Primer: Task files: What they are and how to use them	13
New Apple IIGS speed-up card.....	19
Free CompuServe offer for NAUG members	23
How to save keystrokes in AppleWorks	23

Vol. IV N° 2**February 1989**

AppleWorks GS: Be cautious about this exciting product	2
How to view more than 30 TimeOut modules	3
AppleWorks and Apple's Daisy Wheel Printer	3
AppleWorks and IBMs	4
Problems controlling top margins	4
Kudos for CrossWorks	5
How to print envelopes with AppleWorks.....	6
An inexpensive source of supplies.....	8
How to avoid typing envelopes	9
Macro Primer: An introduction to UltraMacros programming	11
How to enter text in data base reports	15
Disk envelopes help you find files	15
Four AppleWorks products that do your taxes	16
AppleWorks patch that shows remaining desktop space.....	23

Vol. IV N° 3**March 1989**

Out of print.

Vol. IV N° 4**April 1989**

How to produce APA-style documents	2
How to test printer codes	2
How to transfer values between spreadsheets.....	3
How to fill out forms with mail merge	3
Why data base records are already filled in	4
How to right-justify text in the word processor.....	10
RepairWorks Review: Recovers damaged AppleWorks files.....	11
How to load ASCII files into AppleWorks.....	13
How to speed up large AppleWorks spreadsheets.....	14
Hard Disk Primer: How to select a hard disk drive.....	15
Sixteen hard disk systems compared.....	18
A few words about Sider drives	20
Macro Primer: How to get AppleWorks to read the screen	22
A macro that rearranges data base entries	24
Tokens described in the Macro Primer series.....	26
New AppleWorks-compatible communications utility	27
Claris releases free AppleWorks GS update.....	28

Vol. IV N° 5**May 1989**

Can you distribute AppleWorks data files?	2
Why the ImageWriter sometimes prints garbage.....	2
Consider getting an Apple ///	3
Member needs help using a scanner	3
More fonts printouts now available.....	4
How to align paper in an ImageWriter II	4
Branching spreadsheets: How to use the @IF function	6
A review of Cross-Works	10
How to print the current date in boilerplate text.....	16
Hard Disk Primer: How to set up a disk drive.....	18
AppleWorks GS: Use startup files to save keystrokes	22
Exchange your ImageWriter LQ	23
Macro Primer: An introduction to variables.....	24

Vol. IV Nº 6**June 1989**

AppleWorks 3.0: Rumors and Facts	2
How to distinguish between a zero, and the letter "O"	3
How to use "Bird's Better Bye" to select programs	3
A shortcut that does not work with the AW 2 Expander	3
Is there right justification in the word processor?	4
An AppleWorks 2.0 data base bug	4
Why Apple-Ø moves the cursor	4
Branching spreadsheets: How to use @CHOOSE	5
How to extend the life of printer ribbons	9
Hard Disk Primer: How to install an operating system	12
What happens when you boot ProDOS?	13
Relative speed of AppleWorks on different computers	18
Macro Primer: How to write macros that execute repetitive tasks	20
TimeOut Sidespread Review	23
How to get the most attractive output from SideSpread	24
How to use Data Converter with Applied Engineering cards	25

Vol. IV Nº 7**July 1989**

Claris releases AppleWorks 3.0	2
The features of AppleWorks 3.0	3
New word processor, data base and spreadsheet functions	3
A history of AppleWorks 3.0	5
Limits and capacities of the program	6
How to upgrade to AppleWorks 3.0	7
What you should know about enhancing AppleWorks 3.0	11
Randy Brandt writes about undocumented features	14
Branching spreadsheets: @LOOKUP	16
Macro Primer: Using subroutines to simplify macros	20
Hard Disk Primer: How to install a disk management system	26

Vol. IV Nº 8**August 1989**

How to rename disks and files	2
How to solve AppleWorks problems caused by Print Shop	3
How to enter caret marks in printer codes	3
How to add memory to a Laser 128EX	4
How to use a LaserWriter with AppleWorks: Part 1	5
Hard Disk Primer: How to install AppleWorks and TimeOut	14
How to manipulate text in AppleWorks 3.0 spreadsheets	19
Macro Primer: How to get more power from branching macros	25

Vol. IV Nº 9**September 1989**

Control panel settings to print single sheets of paper	2
How to get AppleWorks 3.0 file formats	4
How to produce numbered tickets	4
How to use a LaserWriter with AppleWorks: Part 2	5
Super Serial Card settings for the LaserWriter	6
Spreadsheet Tip: How to use "and/or" logic	14
Spreadsheet Tip: How to manage large formulas	16
Hard Disk Primer: How to manage your hard disk	18
Macro Primer: Advanced macro programming commands	23

Vol. IV Nº 10**October 1989**

Mixing SuperFonts text with standard AppleWorks	2
How to get full justification and proportional spacing	2
How to use AppleWorks 3.0 with 5.25-inch disks	3
NAUG's Electronic Forum now a multi-user system	7
UltraMacros 3.0: Enhancements to existing features	10
Macro Primer: How to convert macros for AppleWorks 3.0	14
AlphaCheck: Help for your financial records	19
Use a LaserWriter with AppleWorks: Advanced techniques - 1	25
How to get better super/subscripts on an ImageWriter	30

Vol. IV Nº 11**November 1989**

Problems with Zip Technology	2
How to use AppleWorks to check your phone bill	2
How to use QuickSpell dictionaries with RAM disks	2
Claris describes how to avoid surprises with AppleWorks 3.0	5
How to use SuperFonts to enhance your presentations	10
How to convert Print Shop graphics for use by SuperFonts	12
How to get started with the data base module	17
Macro Primer: How to use the new features of UltraMacros 3.0	21
How to get Palatino output from your LaserWriter	29

Vol. IV Nº 12**December 1989**

More about configuring AppleWorks 3.0 for 5.25-inch disks	2
Proportional fonts and full justification	2
Hints and ideas for the spell checker	5
How to use the spell checker with a RAM disk	5
How to add graphics to documents with SuperFonts	7
How to arrange and select data base records	11
AppleWorks 3.0 Patch Disk in NAUG's Public Domain Library	16
How to get fully justified output from a LaserWriter	18
Claris releases version 1.1 of AppleWorks GS	24
Macro Primer: How to debug your macros	25
How to schedule events with AppleWorks	29

Vol. V Nº 1**January 1990**

How to use a Z-RAM clock with AppleWorks 3.0	2
How to transfer files from a Macintosh to AppleWorks	2
How to use AppleWorks 3.0 files with AppleWorks 2.x	3
How to count words with AppleWorks 3.0	3
How to incorporate scanned images into AppleWorks	5
How to use a ThunderScan scanner	5
How to use the "quick save" feature in AppleWorks 3.0	10
How to produce tables format reports	11
How to get LaserWriter output from the serial port on any Apple II	17
Macro Primer: Summary of all the tokens used by UltraMacros	26

Vol. V Nº 2**February 1990**

Clarifying the confusion about patching AppleWorks 3.0	2
Solutions for problems with Panasonic printers	2
How to solve the "Duplicate volumes on line" problem	2
How to solve AppleWorks 3.0 dictionary problems	3
Patches that customize AppleWorks 3.0 — Part 1	5
Everything you should know about quitting AppleWorks	9
How to produce labels format reports	15
AW 3.0 Companion and SuperPatch: A product comparison	21
How to create letterheads with AppleWorks and a LaserWriter	28

Vol. V Nº 3**March 1990**

Recommended AppleWorks tax templates	2
Problems patching AppleWorks 3.0	2
Help installing UltraMacros 3.1	3
UltraMacros and the No Slot Clock	4
Why the AppleWorks screen goes blank	4
How to use AppleWorks GS to recover AppleWorks data base files	5
Special AppleWorks 3.0 upgrade offer	5
How to get started with the spreadsheet module—Part 1	6
Eight patches that customize AppleWorks	10
Free command summary for NAUG's bulletin board	17
How to use AppleWorks 3.0 with one disk drive	19
How to identify your AppleWorks 3.0 files	20
Volunteers who recover files from damaged disks	24
How to use GS/OS with AppleTalk	31

Vol. V Nº 4**April 1990**

Zip replacing defective chips	2
Don't lock AppleWorks	2
Patched AppleWorks 3.0 tabs won't work	3
French AppleWorks and TimeOut	3
AppleWorks "Down Under"	4
How to count words in AppleWorks 3.0	4
How to convert 9-track tapes to AppleWorks	4
Problems patching AppleWorks	5
AppleWorks 3.0 file compatibility	5
Amateur radio and AppleWorks	5
AppleWorks GS version 1.1 review—Overview	7
How to get better text display on your word processor screen	11
How to prepare your first spreadsheet—Part 2	13
Ten patches that customize AppleWorks 3.0	22
How to copy records between files with AppleWorks 3.0	32
Macros that expand and shrink spreadsheet columns	33

Vol. V N° 5**May 1990**

Z-Ram Ultra Clock and AppleWorks.....	2
Epson Printers and AppleWorks 3.0.....	2
Why there is "garbage" in word processor files.....	3
Control codes for 24 interface cards.....	3
TimeOut ReportWriter: A powerful report generator.....	5
How to prepare your first spreadsheet—Part 3.....	12
How to improve the output from your ImageWriter.....	22
Turn off your IIGS print buffer.....	23
AppleWorks GS version 1.1 review—Word Processor.....	25
An enhanced word processor marking system.....	29

Vol. V N° 6**June 1990**

How to speed up TransWarp GS cards.....	2
How to solve Copy II+ problems.....	2
Laptop computers and AppleWorks.....	3
Inexpensive hard drives for Apple IIs.....	4
Hardware requirements for RepairWorks compatibility.....	4
Technical support by fax.....	4
How to preserve cell formats in AppleWorks 3.0.....	5
The AppleWorks boot up process.....	7
FlexiCal: An automated appointment calendar.....	14
How to get faster scrolling on an Apple IIGS.....	21
How to add an alarm clock macro to AppleWorks.....	22
How to prepare your first spreadsheet — Part 4.....	25
Was your AppleWorks patched?.....	31
Should you use QuicksPELL?.....	33

Vol. V N° 7**July 1990**

How to print on 1.75-inch labels.....	2
Problems with TimeOut TeleComm.....	2
How to add rows to a spreadsheet.....	3
How to maintain your Electronic Index Disk.....	3
Apple II accelerators: Which one is best?.....	5
How to solve Zip Chip/Apple memory compatibility problems.....	7
The ins and outs of the AppleWorks Organizer.....	11
Macros that prepare frequency distributions.....	20
How to add vertical lines to a spreadsheet.....	22
ReportWriter: An introduction to relational reporting.....	25
AppleWorks GS 1.1 review: The page layout module.....	28

Vol. V N° 8**August 1990**

What happens when your battery fails?.....	2
The history of "Boilerplate".....	2
How to use expanded memory.....	3
Problems getting Zip Chips.....	3
HP's DeskJet Printer: Laser quality output from AppleWorks.....	4
An easy way to find your place in the word processor.....	7
How to add summaries to a spreadsheet.....	10
How to capture an image of your screen.....	16
How to page-number long documents.....	18
How AppleWorks manages computer memory.....	19
How to generate your first ReportWriter report — Part 1.....	31

Vol. V N° 9**September 1990**

How to solve problems with dates in a data base.....	2
Does my custom dictionary work?.....	2
More about the HP DeskJet printer.....	3
Member recommends a service company.....	3
Review: DoubleData enhances the AppleWorks data base.....	5
How DoubleData works.....	6
How to change the AppleWorks spreadsheet defaults.....	10
Randy Brandt answers interesting questions about AppleWorks.....	19
You know you're in trouble when.....	21
How to generate your first ReportWriter report — Part 2.....	23
A macro that produces a menu of your special printer codes.....	33

Vol. V N° 10**October 1990**

Available on NAUG on Disk.

Vol. V N° 11**November 1990**

How to make better use of a RamFactor.....	2
Why you cannot delete a Return blot.....	3
How to use the @IRR function.....	5
How to enhance UltraMacros' default macros.....	12
Tips for better data base design.....	14
RamFAST: Speeds up hard disks but not recommended.....	19
Which cards are DMA compatible?.....	20
RamFAST and Apple IIe computers.....	22
Disk testing programs now in NAUG's library.....	22
Early difficulties: The first four RamFAST cards.....	23
The Apple DMA SCSI card: An attractive alternative.....	24
What AppleWorks does with your keystrokes.....	25
A flowchart that depicts AppleWorks' keyboard routines.....	26

Vol. V N° 12**December 1990**

Understanding AppleWorks' error messages.....	2
Why use the clipboard?.....	2
How to launch Outliner.....	3
Member recommends LockOut.....	4
How to customize Outliner.....	4
Educational application of DoubleData.....	4
How to use @FV.....	5
Understanding the AppleWorks clipboard.....	11
The Standard Apple Numeric Environment.....	13
How to prepare menus that control subdirectories.....	14
How to use large RamFactor cards.....	16
RAM disks — What are they?.....	16
How to launch BASIC.....	17
How to number data base records.....	22
How to use ReportWriter's calculated fields.....	28

Vol. VI N° 1**January 1991**

How to reduce disk swapping.....	2
How to eliminate skipped pages.....	2
How to use @PMT and @TERM.....	3
How to install GS/OS.....	7
A first look at HyperCard GS.....	9
How AppleWorks organizes its spreadsheet data — Part 1.....	12
A quick lesson in binary mathematics.....	13
How to keep your financial records in AppleWorks.....	21
Other ways to maintain your financial data.....	23
How to use BASIC to create numbered records.....	27
How to use UltraMacros' Cell command.....	28
An introduction to ReportWriter's text functions.....	29
How to enhance the numeric keypad.....	35
Data base record selection rules.....	38

Vol. VI N° 2**February 1991**

A suggestion to help you use @IRR and @NPV.....	2
How to use NAUG's BBS to transfer files.....	2
A member recommends the Diconix printer.....	3
How to use @PV.....	5
How to prepare tax reports.....	9
Two new fax modems that work with GS/OS.....	12
How AppleWorks organizes its spreadsheet data — Part 2.....	13
An easier way to produce special characters with SuperFonts.....	24
How to delete subdirectories.....	27
How to use ReportWriter's numeric functions.....	28

Vol. VI N° 3**March 1991**

The case of the missing K.....	2
How to speed up FileMaster.....	2
A lease/purchase decision template.....	3
Hints for spreadsheet templates.....	5
Simple macros that yield powerful results.....	8
TimeOut TextTools: Useful enhancements for the word processor.....	11
How to get more from MultiPrint.....	14
Using UltraMacros with TextTools.....	15
A list of NAUG's Disk Rescuers.....	17
How to accelerate your TransWarp GS card — Part 1.....	19
Understanding cache.....	22
Applied Engineering enhances the TransWarp GS.....	23
Improved RamFAST card now recommended.....	25
How to use <oa-Return>.....	25
ReportWriter's date functions and form letters — Part 1.....	31

Vol. VI N° 4**April 1991**

How to use UltraMacros to save typing.....	2
How to print multiple sets of labels.....	2
How to use @NPV and @RATE.....	3
@IRR revisited: A note for experts.....	6
How to accelerate your TransWarp GS Card — Part 2.....	7
How to modify a full-TTL oscillator.....	9
How to display dates with TimeOut Graph.....	13
A macro that configures your IIGS.....	14
Why you get unexpected output from an ImageWriter.....	17
InWords review: Teaches AppleWorks how to read.....	19
Fonts and font files: How they work.....	20
Some uses for InWords.....	21
How to use AppleWorks with InWords files.....	21
InWords: Tips, hints, and suggestions.....	23
ReportWriter's date functions and form letters —Part 2.....	30
Beagle Buddies Directory.....	33

Vol. VI N° 5**May 1991**

How to tell if you patched AppleWorks.....	2
How to activate your mouse without UltraMacros.....	3
Where to get Apple II parts.....	3
How to transfer AppleWorks 3.0 word processor files to a Mac.....	3
How to get multi-user AppleWorks.....	5
My favorite template: A letterhead format.....	8
How to accelerate your TransWarp GS card — Part 3.....	11
How to lock your templates.....	17
How to get better ImageWriter output.....	18
How to use Open-Apple Return to save time.....	19
How to turn off headers and footers.....	21
How to set the date and time without a clock.....	22
How to solve problems with headers and footers.....	27
Calculations and subtotals with ReportWriter.....	31

Vol. VI N° 6**June 1991**

Where to find TransWarp oscillators.....	2
How to transfer files to a Macintosh.....	2
How to do date arithmetic in AppleWorks.....	3
Multiple column output made easy.....	6
Two patches that limit student access.....	9
A TransWarp GS update.....	11
ZipGSX and TransWarp GS: Moving into the "Fast Lane".....	12
How to automatically load files onto the desktop.....	19
A mouse patch for the Apple IIc.....	21
A loan amortization template.....	23
How to enhance your reports.....	27
How to tell if your IIc will accept the current peripherals.....	30
A directory of mail order dealers that support the Apple II.....	33

Vol. VI N° 7**July 1991**

Recommended printers for AppleWorks.....	2
Problems patching AppleWorks.....	3
Remote monitor tip.....	4
How to print on half-inch labels.....	4
How to work with multiple data bases.....	4
How to solve AppleWorks printer problems.....	5
Outliner: A thought processor, personal organizer, and more.....	9
How to run AppleWorks on a Macintosh LC.....	13
A smarter way to use Smart Save.....	17
An elegant checkbook register template.....	19
How to manage dates beyond the year 2000.....	24
Posting: Adds power to AppleWorks.....	29

Vol. VI N° 8**August 1991**

Available on NAUG on Disk.

Vol. VI N° 9**September 1991**

Available on NAUG on Disk.

Vol. VI N° 10**October 1991**

Problems printing tabs.....	2
How to cancel call waiting.....	2
How to configure your Zip Chip.....	3
Problems with desk accessories.....	3
How to prepare a seating chart.....	5

How to use @ROUND.....	11
How to use an extended keyboard.....	13
How to use the <read> command.....	17
Understanding SEG.PR and SEGER.....	19
How to install TimeOut on a 5.25-inch disk drive system.....	25
How to restore your default macros.....	27
Macros that make it easier to use your printer.....	28
How to calculate a single cell.....	29
How to edit BASIC programs.....	31
Towards a faster Apple IIGS.....	33
Members who can help with Apple IIGS hardware and software.....	35

Vol. VI N° 11**November 1991**

How to save your UltraMacros settings.....	2
Problems with RamFAST cards.....	2
How to transfer numeric data between modules.....	3
Our ten favorite AppleWorks tips.....	4
Magic File Cabinet expands the AppleWorks data base.....	10
Macros that modify AppleWorks.....	12
SuperPatch offers exceptional DeskJet 500 output.....	16
A medical insurance template and tax tracing template.....	19
Three commands that can improve your labels.....	29

Vol. VI N° 12**December 1991**

Available on NAUG on Disk.

Vol. VII N° 1**January 1992**

How to import AppleWriter files.....	2
Another tip for Bifocal wearers.....	2
Member wants AppleWriter patch.....	2
A word processor work-around.....	3
An ImageWriter II fix.....	3
GS/OS 6.0: The most significant upgrade yet.....	4
A data base for test questions.....	11
LetterWorks automates AppleWorks.....	17
Keep Multiple copies of AppleWorks.....	21
How to hide your AppleWorks screen.....	22
AppleWorks' data base limits.....	24

Vol. VII N° 2**February 1992**

Memory conflicts between AppleWorks enhancements.....	2
How to solve a problem with Apple IIe clocks.....	2
How to get better printing from AppleWorks GS.....	3
AppleWorks for the visually impaired.....	4
How to personalize your address labels.....	8
A spreadsheet "pop-up" calculator.....	9
LockOut: A program that protects your system.....	14
How to use the Apple IIe Card Software — Part 1.....	17
Macros that tell you if a file will fit on a disk.....	23
How to produce two-line labels with TimeOut Graph.....	26

Vol. VII N° 3**March 1992**

NAUG's Macintosh "Sister".....	2
Member helps with print buffers.....	3
How to solve problems using AppleWorks 3.0 on 5.25-inch disks.....	3
Other uses for talking AppleWorks.....	3
SuperWorks: AppleWorks for your MS-DOS computer.....	4
A spreadsheet expense register.....	10
How to do mathematics in the word processor.....	17
The Grading Machine: A better gradebook.....	20
How to use the Apple IIe Card Software — Part 2.....	24

Vol. VII N° 4**April 1992**

Stick with AppleWorks.....	2
Easier LaserJet IIP configuration.....	2
Laser output made easy.....	3
DB Link: The data base expander.....	5
How to create a name and address data base file.....	9
How to add "tab fills" to the word processor.....	14
How to use a macro to insert tabs into tables.....	17
The basic laws of computing.....	20
How to use the Apple IIe Card Software — Part 3.....	21
How to save time on the Electronic Forum.....	25

Vol. VII Nº 5**May 1992**

Another memory conflict.....	2
Spreadsheet printing problems.....	3
AppleWorks on the Macintosh LC.....	4
How to recover lost data – Part 1.....	5
How to compare your investment alternatives.....	11
How to install System 6 on your Vulcan Drive.....	15
TotalControl: Fulfills your data base wish list.....	17
How to list the differences between two files.....	22

Vol. VII Nº 6**June 1992**

Controlling where you save.....	2
No Slot Clock problems.....	2
Problems with “creeping” labels.....	3
Member needs a disk notcher.....	3
Word count reminder.....	3
How to use macros to customize AppleWorks.....	4
How to recover lost data – Part 2.....	5
How to create a genealogy research template.....	10
A clipboard window macro.....	13
A macro that deletes duplicate records.....	17
TimeOut DiskTools: Valuable disk utilities.....	23
A quick way to change directories.....	26

Vol. VII Nº 7**July 1992**

Why you “lose” desktop memory.....	2
What is synthLAB?.....	2
How to “print” disk files.....	3
How to load SuperFonts into memory.....	3
A data base bug.....	4
Running AppleWorks on a portable.....	4
How to recover lost data – Part 3.....	6
Pointless: TrueType fonts for the Apple IIGS.....	11
Ultra 4.0: A major UltraMacros upgrade.....	17
How to create a bowling score template.....	22
Macros for using temporary files.....	27
Help with AppleWorks compatible software and desktop publishing.....	30

Vol. VII Nº 8**August 1992**

How to print a segment of a data base report.....	2
How to maintain an annotated booklist.....	3
A macro that transfers data between modules.....	8
How to use Apple IIGS fonts with your laser printer.....	11
Report Transporter: An easy way to copy report formats.....	16
Warning: Do not fill your disks.....	17
Specifications for AppleWorks compatible printers.....	18
UltraCat unravels hard disk mysteries.....	21
TCXpress: Automates telecommunications for AppleWorks users.....	23
How to get help with AppleWorks applications and file transfers.....	30

Vol. VII Nº 9**September 1992**

How to solve an Apple IIc printing problem.....	2
A hard disk option.....	2
How to run BASIC programs under System 6.....	3
Member prefers TimeOut Word Count.....	3
How to reorganize your data base categories.....	3
Clarix Corporation answers your AppleWorks questions.....	4
How to enhance your documents with MouseText – Part One.....	5
Ultra 4.0: Taking UltraMacros to the max.....	11
How to use synthLAB with 3.5-inch disk drives.....	16
How to create a mortgage loan amortization template.....	18
A macro that adds TimeOut applications.....	26
Computer virus update humor.....	28
How to get help with telecommunications.....	30
Used computers humor.....	32

Vol. VII Nº 10**October 1992**

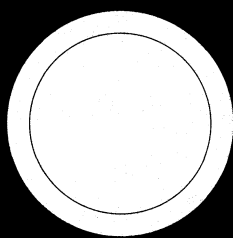
TimeOut Grammar can improve your writing.....	2
Now an even faster Apple IIGS.....	7
How to convert your macros for Ultra 4.....	11
How to play “AppleWorks Jigsaw Puzzle”.....	17
How to create a gradebook template.....	19
How to use UltraMacros subroutines.....	24
How to enhance your documents with MouseText – Part Two.....	26
How to get help with Beagle Bros and JEM products.....	30

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Vol. VII N° 11

November 1992

How to get better MouseText.....	2
How to save money calling the BBS.....	2
How to produce individualized student grade reports.....	3
AppleShare 3.0: Is this improved file sharing system worth the cost?..	8
AppleWorks inits: What they are and how they work.....	13
How to use dot commands and labels.....	17
A macro that cleans up your custom dictionaries.....	22
How to play "AppleWorks Anagrams".....	26
How to get help with the AppleWorks modules.....	30

Vol. VII N° 12

December 1993

Available on NAUG on Disk.

Vol. VIII N° 1

January 1993

Don't refill the new HP cartridges.....	2
Problems with the Enter Keyboard Command.....	3
Hints for printing large spreadsheets.....	3
How to save money on batteries.....	4
How to recover when AppleWorks "freezes".....	4
Better uses for your old Apple.....	4
How to create an income tax template.....	5
Ultra 4 macro titles and other goodies.....	10
How to boot directly into AppleWorks with a Macintosh LC.....	13
Big Text Machine: Large displays of your AppleWorks files.....	17
NAUG improves its BBS.....	20
How to get descriptive data base category names.....	22
A page-count macro.....	24
How to get help with the Apple IIGs.....	31

Vol. VIII N° 2

February 1993

How to store 1.44K on AE drives.....	2
Avoid this computer vendor.....	2
How your ImageWriter ribbon works.....	3
How to print selected records.....	3
How to "fix" the Apple-H printer.....	3
How to create an appointment calendar.....	4
How to do your taxes in AppleWorks - Part 2.....	11
How to launch your macro sets.....	17
How to get better output from your laser printer.....	20

How to get data base word wrap.....	22
How to fix your own disk drive.....	28
How to get help with TimeOut enhancements.....	30

Vol. VIII N° 3

March 1993

Another good month for the Apple II community.....	2
An improved retirement calculator.....	2
How to create a business invoice template.....	4
How to use AppleWorks to tabulate survey results.....	9
An easier way to change data base layouts.....	15
Express speeds up your 16-bit printing.....	19
How to use extended variables.....	24
How to get help with software add-ons.....	30

Vol. VIII N° 4

April 1993

How to create comma-delimited files.....	2
How to use an Epson LQ printer.....	3
An important source of information.....	3
The Manager and Switch-It!: Major enhancements for your IIGs.....	4
A sophisticated business invoice template.....	9
How to remove files quickly.....	17
How to use Debug.....	20
How to get help with CPUs and memory.....	30

Vol. VIII N° 5

May 1993

An enhanced appointment calendar.....	3
How to extend your ribbon life.....	3
Help with AE high density drives.....	3
Member now uses a LaserJet.....	4
How to spell check your data base files.....	5
Pointless 2.0.1: Better font management for your Apple IIGs.....	9
How to keep your business travel records in AppleWorks.....	12
A macro that calculates and inserts indents.....	17
How to fix your sticky keys.....	19
Tips for printing on envelopes.....	21
Three commands that can improve your labels.....	23
How to get help with printers and peripherals.....	30

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8. Now you will de-solder the two pins that connect the keyswitch to the printed circuit board.

First identify the two pins from the faulty keyswitch (see *Figure 5*). Put a copper desoldering braid over the first soldered pin and touch the tip of the pencil soldering iron to the copper braid. The solder will melt and be absorbed into the copper braid. Repeat this process for the second pin.

9. The keyswitch is snapped into place and held by two small plastic notched lips in the keyswitch. Use two small jeweler's screwdrivers or eyeglass repair screwdrivers to push the plastic lips in toward the stem of the key-switch. Then wiggle the switch out of the keyboard (see *Figure 6*).

10. Apple used a variety of keyswitches in their Apple II systems. The next step is to get a replacement for the switch in your system from a local Apple dealer or computer repair shop. [Ed: NAUG members can also get keyswitches from Alltech Electronics, 602 Garrison Street, Oceanside, California 92054; (619) 721-7733; Fax: (619) 721-2823. Alltech stocks all the different keyswitches; you will have to send in the original keyswitch to ensure that you get the correct replacement. Keyswitches cost \$2 per switch, but there is a minimum \$5 shipping charge, so you will probably want to order two or three switches for your computer. Include your payment with your order.]

I keep a supply of each type of keyswitch in stock; it's a minimum investment for a school or office.

Figure 5: Keyboard Circuit Board

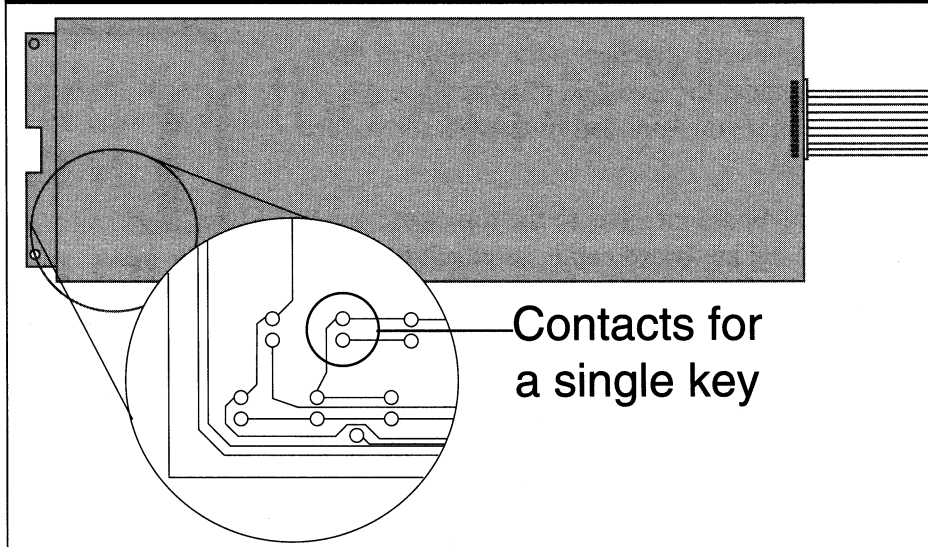
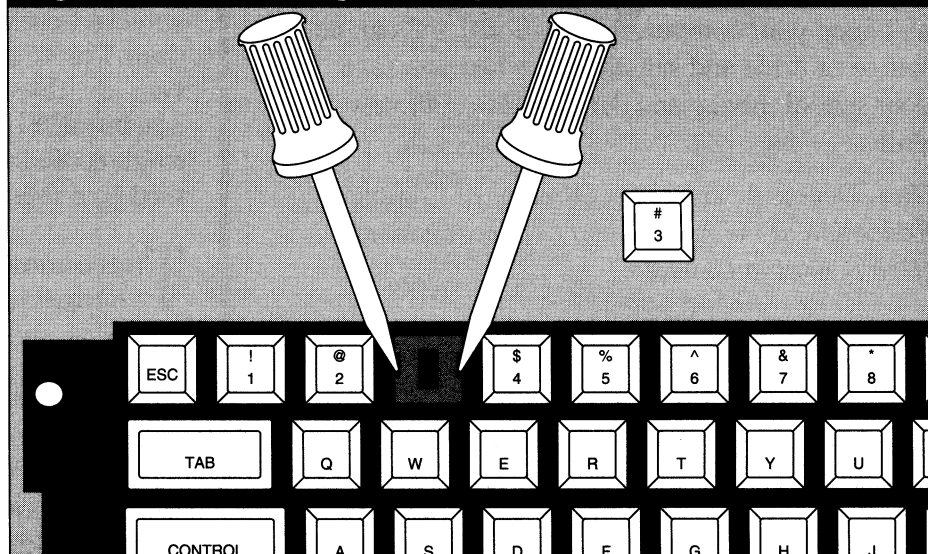


Figure 6: Removing the Keyswitch



11. Push the new switch into the square hole that holds the switch. Make certain that the two pins line up with the holes in the printed circuit board.
12. Turn over the keyboard and put a small dab of electronics-grade solder on each pin to provide the contact needed with the circuit board.
13. Reattach the keyboard to the supporting brackets on the case.
14. Attach the cable to the motherboard. The socket and plug are notched, so there is only one way to re-attach the cable. Then connect a monitor

and test your system. Turn the computer back off before proceeding.

15. If the keyboard attaches to the bottom of the case, connect the two cases and replace the screws that you removed in step #5 above (see Figure 2).

If the keyboard attaches to the top of the case, remove the keyboard cable, re-attach the two parts of the case, and re-connect the cable.

16. Re-test your system.

Conclusion

Many of us are intimidated by the complexity of our computers, and if you never soldered before, this is probably not the way to learn. But if you have done some minimal soldering, these procedures are very simple. Doing the work yourself will keep your computers operational and can be a source of pride and satisfaction when you save your school money and demonstrate your new skills.

[Rev. Dennis A. Ziomek is Director of Computer Education at the Archbishop Quigley Seminary High School in Chicago.]

Special Offers

Discounts on Computer Repairs

Until September 1, NAUG members can get a 10% discount on their first Apple II repair from Creative Solutions, a complete mail order repair service for Apple II, Laser, Franklin, and Macintosh computers. Sample repair prices are \$39 for Apple II+/c/e/GS power supplies, \$39 for 5.25-inch disk drives, and \$69 for Apple II+/c/e motherboard repairs.

Creative Solutions also sells new and used Apple II and Macintosh equipment and software at significant discounts. For more information, send a self-addressed stamped envelope or call and ask for Gene.

[Creative Solutions, Box 340850, Beavercreek, Ohio 45434 (513) 429-5759.]

INTRODUCING..... HELIUM BALLOONS

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Family Tree: A Quality Genealogical Program for the Apple II

by David Kilzer

Genealogy is the study of the descent of a person from his or her ancestors. Because each person has a unique set of ancestors, many of us enjoy tracing our roots. Thus, "genealogists" range from the mildly interested to those who professionally research other's ancestry.

Before the advent of the home computer, a genealogist had to write down names on huge charts and log all personal data for each name on many sheets of paper. Family Tree can help you organize your genealogical information on your Apple II.

Overview

Family Tree is an easy-to-use, menu-driven, stand-alone program that stores genealogical information about your ancestors and descendants in a relational data base. *[Ed: Records in a relational data base contain links to other records. Records in a conventional data base, like AppleWorks', have no such links.]* Family Tree can print charts and lists of your ancestors and descendants. It also lets you export your data for use with AppleWorks.

Figure 1 depicts the Family Tree Main Menu that you use to navigate around the program.

Hardware Requirements

Family Tree runs on any Apple IIGS, IIC, IIC+, or enhanced Apple IIe with at least 128K of RAM. The program requires either a 3.5-inch drive, a hard drive, enough memory to configure a RAM

Figure 1: Family Tree Main Menu

```
FAMILY TREE Main Menu                                Data Base: /DB/DD.KILZER

Selected Person is: David Darrell Kilzer #{1} of 394
Parent: Darrell Paul Kilzer #{2}

1...Select a Person
2...Edit Data
3...Add/Swap/Delete/Reorder
4...Descendant Lists/Charts
5...Pedigree Lists/Charts
6...Family Groups
7...Relationships
8...Name Search
9...Sorted Lists
10...Create a GEDCOM File
11...Status
12...Other Activities
13...Quit/Save Data Base

Make selection by first letter, number or arrows
then hit <RETURN> or <?> for help
```

Figure 2: Data Entry Screen

```
Edit Selected Person's Data                            <ESCAPE> to Main Menu

#{1} Selected Person's
Given name(s) ? David Darrell..... Surname: Kilzer

Gender (M/F): M

Date and place of birth: Mon-Dec-25-1972, Spring, Sangamon, Illinois, USA
Marriage date and place:
Date and place of death:

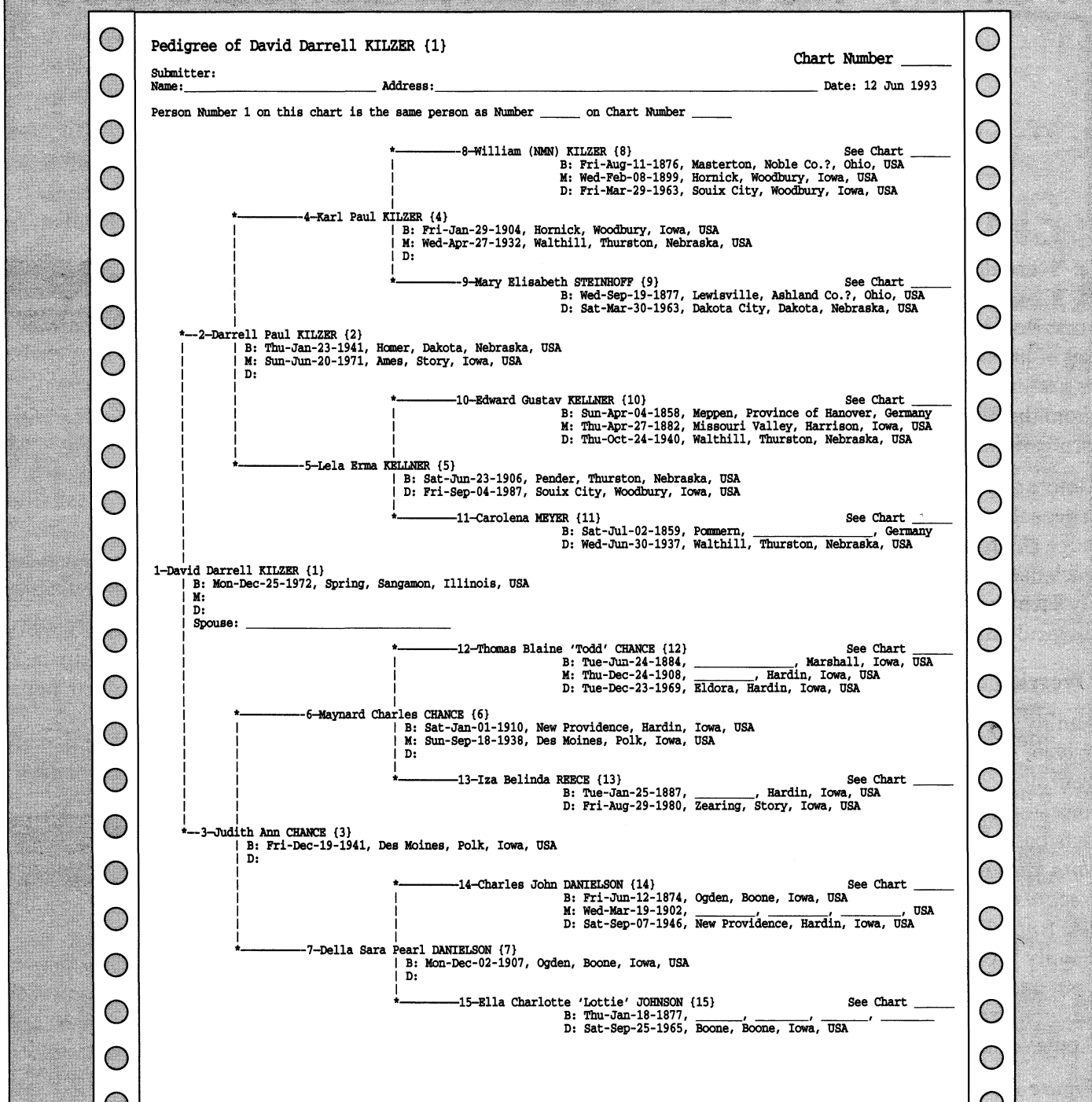
Father: Darrell Paul Kilzer {2}

Mother: Judith Ann Chance {3}

Spouse: Unknown {0}

Notes: (Comments, Sources and/or Documentation)
Born 10:00 a.m. Major in Computer Engineering Iowa State University.
```

Figure 3: Pedigree Chart



disk, or two 5.25-inch drives. An accelerator speeds up some of the slower operations but is not necessary.

You will also want a printer so you can print your charts and lists. The program comes pre-configured to work with many popular printers. You can also define a custom printer by following procedures that are similar to those used in AppleWorks.

Entering Data

Entering data into Family Tree is easy. The program generates a data entry screen for each person (see *Figure 2*) and provides on-screen help for first-time users. Most users will feel comfortable entering data since the program uses standard AppleWorks word-processor commands for editing.

The program lets you add two lines of notes in each record and accepts as much additional information as your disk will hold in an "additional notes" area for each person in the data base.

Family Tree can handle up to 700 ancestors and descendants in each file. That limitation can be a problem for serious genealogists, but the documentation describes work-arounds that overcome this limit.

Relationships

One of the Family Tree's strengths is its ability to find the relationship between any two people who share a common ancestor. The program will even determine step and half-relations if you indicate all marriages correctly. Maybe now you can figure out the meaning of a "second cousin once removed" or a "double cousin"!

Charts, Charts, Charts

The key to any genealogy program is its flexibility when printing your data. Family Tree can create more than 15 different charts and lists, and the program "prints" the output to the screen, a printer, or to an AppleWorks word processor or data base file on disk. You can create these charts and lists for any individual in the data base by selecting that person and commanding the desired output.

The most common genealogical chart is a pedigree chart, which contains the paternal and maternal lineage for a person in the data base. Family Tree will create four or five-generation pedigree charts with birth, marriage, and death information (see *Figure 3*), in addition to many-generation pedigree charts with only the names listed.

Family Tree will also create descendant charts which depict a person's children and grandchildren for as many generations as you have in the data base. You can print these charts with or without

Figure 4: Descendant Chart

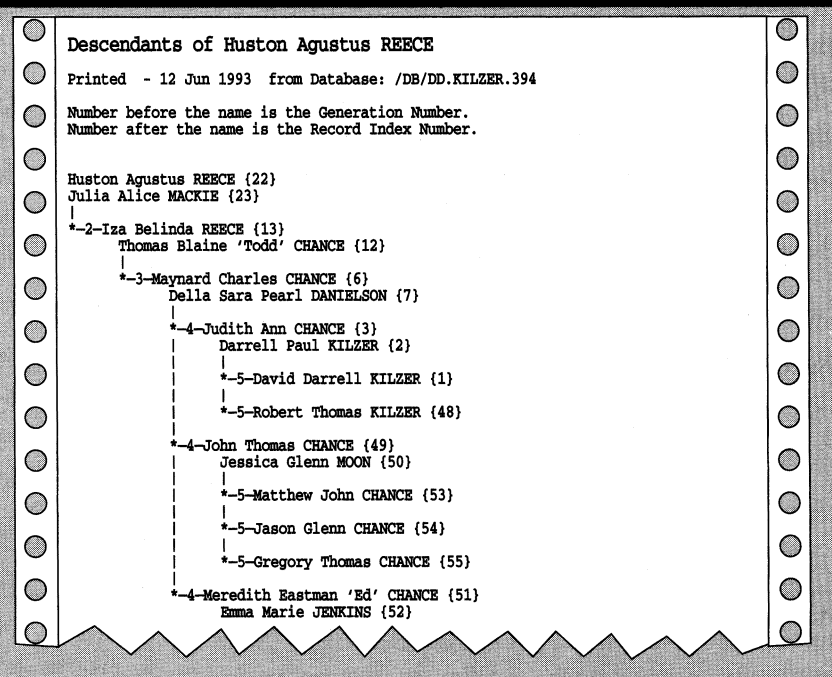
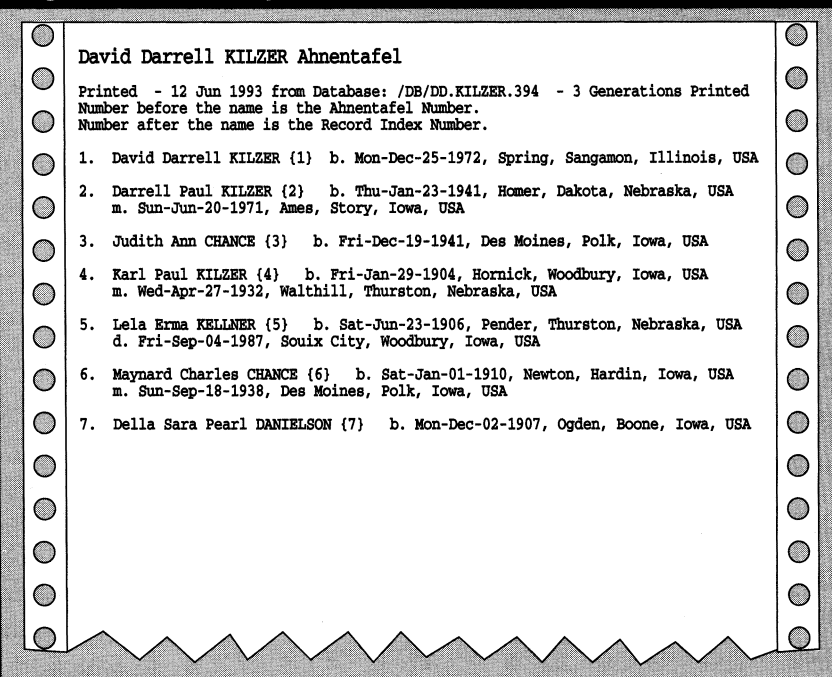


Figure 5: Family Tree Ahnentafel



birth, marriage, and death information (see *Figure 4*). The program can also print lists of names for both pedigree and descendant charts, in a generation-by-generation break-down.

The program can also produce Ahnentafels (a German word meaning "a table of your ancestry", or a family tree). These are lists of names that have a rigorous numbering structure (see *Figure 5*).

Software Review...

Family Tree can print Family Groups. You select a person and the program will print a list that includes the spouse, parents, siblings, and children of the person you specify.

You can also print different lists of names from the data base; the documentation describes your choices. The sorted list can include Soundex codes; these are the codes used in the U.S. Census.

Importing and Exporting Data Bases

NAUG members will appreciate Family Tree's ability to import and export AppleWorks word processor and data base files. That lets you use AppleWorks to manipulate your data and print additional reports.

Family Tree can also import data from an LDS (Latter Day Saint's) Personal Ancestry File (PAF) and can import and export GEDCOM files. That lets you transfer data by modem or disk between genealogy programs, including the programs used by the LDS Family History Centers.

Ease of Use

Robert Merrill designed Family Tree for both novice and expert genealogists. The program can store large amounts of data about hundreds of people, yet is easy to learn and use. Family Tree also offers help screens for many menus. You highlight the menu item in question and type a question mark to receive instant help. And since Family Tree uses many of the same commands as the AppleWorks word processor, you will feel comfortable entering and editing your data.

Documentation

The documentation comes in an AppleWorks word processor file on the disk. You can load the documentation into AppleWorks and print the manual, but I do not recommend that approach. The file is about 98K on disk and will not load into AppleWorks 3.0 without expanded memory. However, Family Tree can print the documentation without AppleWorks.

The manual is clearly written and thoroughly explains all the program's functions in an easy-to-

read manner. It contains a glossary of genealogical terms, a table of contents, and an index.

The documentation also includes excellent instructions to help you run Family Tree from a hard disk or RAM disk. And the "Technical Information" section describes how to use the fully automated installation procedure. Overall, the documentation is outstanding and easy to comprehend.

Support

Robert Merrill, who created Family Tree, provides both U.S. Mail and telephone support for the product. I received quick and accurate responses to all my questions.

Conclusions

Family Tree is a user-friendly, flexible, reasonably priced, high quality genealogy program for the Apple II. Whether you are a seasoned Apple II user who is new to genealogy, or a seasoned genealogist who is new to the Apple II, you will feel at home using Family Tree.

[David Kilzer, a junior in Computer Engineering at Iowa State University, has written patches for SuperPatch 6.1, 7.0, and SuperPatchNet 1.0 and contributed a macro for TimeOut MacroEase. His Internet email address is ddkilzer@iastate.edu. You can write to David in the summer at his home address: 718 W Spring St, Eldridge, Iowa 52748.]

[Family Tree normally costs \$49.95 + \$2.50 s/h. Until August 1, NAUG members can buy the program directly from the developer for \$39.95 including shipping. (California residents, add sales tax.) Specify either 5.25-inch or 3.5-inch disks. Mail orders only; include a check or money order (U.S. funds only) and a copy of your NAUG mailing label to qualify for this special price. Satisfaction guaranteed or your money back. Version 4.0 is current; upgrades from earlier versions cost \$10 plus \$2 s/h (California residents, add \$.75 sales tax).

Order from: Robert Merrill, 6180 Via Real #25, Carpinteria, California 93013; (805) 684-3366. GENie: R.MERRILL2.]

How to Import ClarisWorks Files into AppleWorks

by Nanette Luoma

Robert Lissner had many insights when he created AppleWorks in 1982 and 1983. But little did he realize that AppleWorks would serve as the progenitor of a line of increasingly powerful integrated programs that would run on computers not yet invented when he started programming on his Apple II and Apple III systems. *[Ed: Lissner describes the beginnings of AppleWorks in the November 1988 issue of the **AppleWorks Forum**.]*

One of the most powerful of these new applications is ClarisWorks, an integrated program that runs on Macintosh and, more recently, on Windows-based computers.

The growing popularity of integrated programs on other platforms forces many of us to transfer our work between AppleWorks and these programs. Many developers help us convert data back and forth between AppleWorks and their newer applications. However, those conversions are not always easy.

Since AppleWorks and ClarisWorks are both popular programs, there is a lot of interest in transferring data between these applications. Fortunately, importing AppleWorks files into ClarisWorks is easy; ClarisWorks provides "translators" that automate the process. But importing ClarisWorks data into AppleWorks requires more work. This article describes how to create AppleWorks word processor files from ClarisWorks word processor documents. Next month's article will describe how to import ClarisWorks data base and spreadsheet documents into AppleWorks.

Translating a Word Processor Document

Translating a ClarisWorks word processor document into AppleWorks is a four stage process:

1. Remove all the characters and symbols that you cannot translate.
2. Save the file in AppleWorks format on a Macintosh disk.
3. Use Apple File Exchange to move the file onto a ProDOS disk. *[Ed: ProDOS File System cannot do this transfer. See the sidebar "A Conflict with ProDOS File System" for the details.]*
4. Clean up the file with AppleWorks.

You will need a Macintosh computer, Apple File Exchange, and a ProDOS formatted disk to complete the translation. A copy of ClarisWorks facilitates the process.

**"Here are
step-by-step
directions
that make
the process
easy."**

Stage One: Eliminate Characters That Will Not Translate

Many of the characters that you use in ClarisWorks (including the curly quotes, ligatures, and bullets) are not standard characters. *[Ed: A ligature is a two-letter combination converted into a single character on your Macintosh. For example, pressing*

Option-Shift-5 types the ligature "fi".] These characters become pound signs, capital letter R's and S's, and other characters when imported into AppleWorks.

The first step is to use ClarisWorks to remove these non-standard characters from your document. *[Ed: Skip to Stage Two if you do not have ClarisWorks; you can use the AppleWorks spell checker to find these characters after you accomplish the transfer.]*

A Conflict with ProDOS File System

Here is a warning to Macintosh LC users with Apple IIe cards, owners of Performa computers, and to others who installed ProDOS File System in their System Folder:

ProDOS File System lets you import ProDOS files into Macintosh applications. However, you can only use ProDOS File System for one way transfers – from a ProDOS disk to your Macintosh. The program damages Macintosh files that you save directly on a ProDOS disk or that you drag-copy to a ProDOS disk.

If you use ProDOS File System, and want to transfer data onto a ProDOS disk, remove the file “ProDOS File System” from the System Folder (if you use System 6.x) or the Extensions Folder within your System Folder (if you use System 7.x) on your Macintosh. Then reboot your computer and continue with the steps in Stage Three of the accompanying tutorial.

Follow these steps:

1. Launch ClarisWorks on the Macintosh and open the document you want to convert.
2. Select “Preferences” from the Edit Menu.
3. Click in front of Smart Quotes to turn this option off (it should not have an “x” in the box). Then click on “OK”.
4. Click anywhere in the text and press **⌘-F** (or go to the Edit Menu, select “Find/Change”, and select “Find/Change” from the submenu).
5. Press Option-[(Left Bracket) to type an open quotation mark (") into the Find Box. Then press the Tab Key.
6. Type a straight quotation mark (") by pressing Shift-".
7. Click on “Change All” to convert all the opening curly quotes. Click on “OK” to respond to the “Change All Feature is not undoable” warning. Then click on “OK” when ClarisWorks reports the number of changes made to your document.

Now repeat steps #5 through #7 and replace the closing quotation mark ("), which you enter by

pressing Option-Shift-[(Left Bracket), with another straight quotation mark.

Your document is now free of “curly quotes”. Repeat steps #4 through #7 to replace any bullets, ligatures, and other non-standard characters that appear in your document.

You can use ClarisWorks’ macro capability to record the keystrokes and mouse clicks. That lets you automate the character conversion process.

Stage Two: Save in AppleWorks Format

Now that you eliminated the non-translatable characters, the next step is to save the file in AppleWorks format on your hard disk. Continue as follows:

1. Choose “Save As” from the File Menu (or press Shift-**⌘-S**).
2. Click on “ClarisWorks” in the Save As Menu and choose “AppleWorks 2.0” from the scroll down menu (see *Figure 1*).
3. Enter a name for the file. Add the suffix “.AW” to the end of the file name to make it easy to identify. (I will assume that you saved your document in the file “Article.AW”).
4. Click on “Save”.
5. Quit ClarisWorks.

Stage Three: Moving to a ProDOS Disk

Now you will move the file onto a ProDOS disk. Follow these steps:

1. Launch Apple File Exchange.
Apple File Exchange displays two windows (see *Figure 2*). The left-hand window displays the folders and files on your hard disk. Navigate to the Article.AW file that you saved earlier.
2. Insert a ProDOS disk into a disk drive. The right-hand window will list the files on the ProDOS disk. The options at the top of the screen will read “Mac→ProDOS” and “ProDOS→Mac”.
3. Click on the file name “Article.AW” in the left-hand window. Apple File Exchange will activate the Translate Button.

- Click on the Translate Button. A "thermometer" will display the progress of the transfer as Apple File Exchange copies the files from your hard disk to the ProDOS disk.

If you are translating multiple files, repeat steps #3 and #4 until you move all the files onto the ProDOS disk. Then continue with the tutorial.

Stage Four: Cleaning Up in AppleWorks

Not everything transfers correctly into AppleWorks. Now you will clean up the transferred file. Continue with these steps:

- Launch AppleWorks on your Apple II.
- Select "Add files to the desktop" and navigate to the file "Article.AW" on the ProDOS disk.
- Press Apple-Z to display the AppleWorks commands. Then set the top and bottom margins, characters per inch, and platen width settings you usually use in your AppleWorks documents.
- Scroll down the document and modify the tab rulers so the columns line up correctly.
- Modify the indent commands as necessary.
- AppleWorks does not support italics *[Ed: unless you added special codes to generate italics]*. Add Underline Begin and Underline End commands to underline your italicized text.
- The Insert Date and Insert Time Commands do not translate correctly. Re-enter the corresponding commands in AppleWorks.
- If you use a mono-spaced font, centered text may no longer fit on one line and may require rewording.
- AppleWorks does not support graphics in word processor files. Any graphics in your ClarisWorks document will not transfer into AppleWorks. Eliminate or reword any references to those graphics.

Figure 1: Saving File in AppleWorks Format

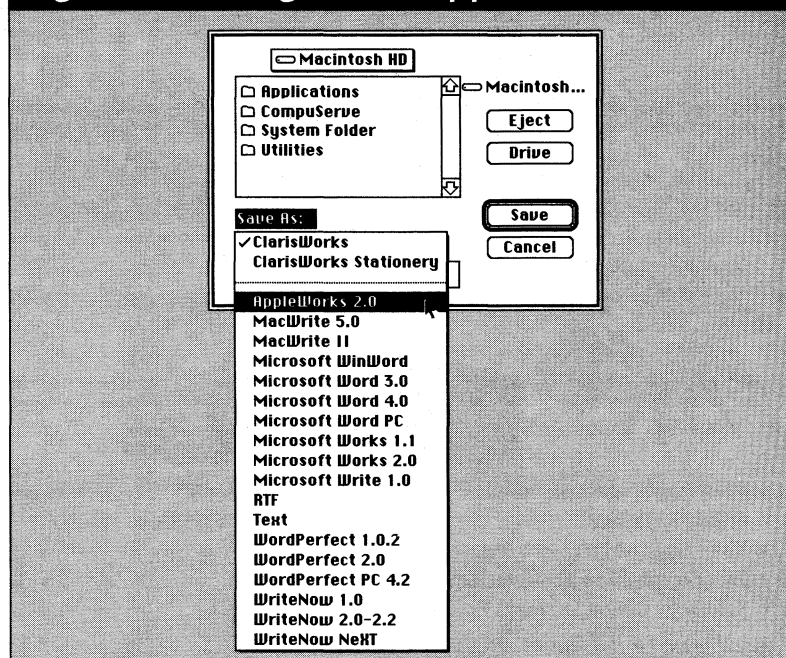
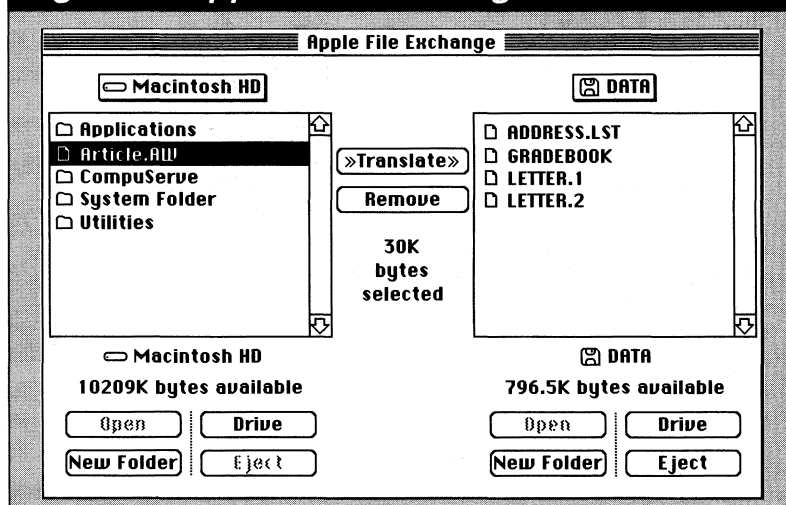


Figure 2: Apple File Exchange



- Do a spell check to catch any characters that did not transfer properly.

Conclusion

You should now be comfortable translating your ClarisWorks word processor files into AppleWorks. Next month's article will describe how to translate ClarisWorks spreadsheet and data base documents.

[Nanette Luoma is NAUG's graphic designer and layout specialist.]

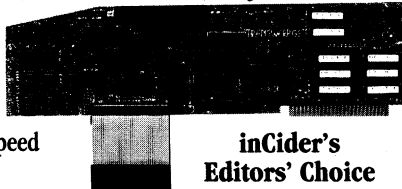
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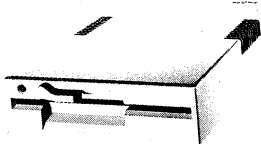
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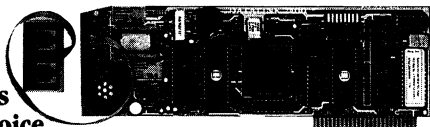
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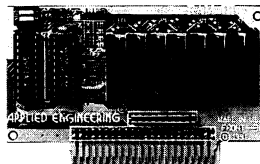
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Printer Parts and Repairs

NAUG members can now get wholesale prices on new and rebuilt dot matrix printheads, Epson printer repairs, and laser printer fuser systems from Impact, one of the nation's largest printhead refurbishing companies.

Impact refurbishes all major brands of dot matrix printheads including Apple, Epson, and Panasonic units. Sample prices for ImageWriter printheads are as follows:

	<u>New</u>	<u>Refurbished</u>
ImageWriter I	\$76	\$31
ImageWriter II	\$76	\$40
ImageWriter LQ	\$301	\$93

Buyers of *new* printheads can get a \$7 rebate by returning a defective ImageWriter I printhead, \$9 for an ImageWriter II printhead, and \$21 for a defective ImageWriter LQ printhead.

These prices represent significant discounts from the \$140 - \$185 charged for new ImageWriter I and II printheads by Apple dealers.

To use the refurbishment service, call the company, identify yourself as a NAUG member, get an R.M.A. number, and ship your printhead to the Impact office. Normal time for a complete refurbishing is 2-3 days. All units are warrantied for one year. Impact accepts Visa and MasterCard.

The company occasionally has refurbished ImageWriter printheads in stock and can arrange for an immediate exchange, but most often they refurbish your printhead. Inquire about the availability and cost of an exchange when you call. We also suggest that you try your printer with a new, heavily inked ribbon before calling Impact. Switching to an MEI ribbon "fixed" one of NAUG's ImageWriter II printers. (See page 3 of the May 1993 issue of the *AppleWorks Forum* for information about MEI ribbons.)

Impact also offers a complete diagnostic and repair service for all monitors and for Epson printers. NAUG members who have problems with their monitor or Epson printer should contact the company for shipping information and prices.

Finally, Impact rebuilds the fusing assembly for more than 180 different laser printers, including most Apple LaserWriter and Hewlett-Packard printers. Prices vary, but refurbishing the fusing assembly for a Canon CX or SX engine (the engine used on most Apple and HP printers) costs \$44.50. Advanced exchanges for a defective assembly cost \$99. This compares favorably with Apple's list price of \$472.50 for a new assembly. Impact offers a six month warranty on all rebuilt fuser assemblies.

Replacing the assembly involves removing four screws. For a free copy of the directions for most Canon engines, send a stamped, self-addressed business-size envelope addressed to "Fuser Removal" at the NAUG office. [*Impact, 10435 Burnet Road, Suite 114, Austin, Texas 78758; (800) 777-4323, Fax: (512) 832-9321.*]

Magazine Discounts

NAUG members can now get significant discounts on popular computer magazines. Prices for one year subscriptions follow: Byte (\$15), Computer Crafts (\$11), Computer Shopper (\$15), DBMS (\$15), Dr. Dobb's Journal (\$20), Electronic Learning (\$15), Home Office Computing (\$10), inCider/A+ (\$20), MacUser (\$13.50), Macworld (\$15), Mobile Office (\$12), Publish (\$20), Technology and Learning (\$16), Video Games and Computer Learning (\$15). These prices represent discounts of 25% - 60% from the regular 12-month subscription rates.

Send your name, address, telephone number, NAUG membership number, the name of the magazine(s) you want, and a check or money order made payable to the User Group Alliance with your order. Include a copy of your mailing label or renewal notice if you want to extend your current subscription to a publication.

New subscribers should receive their first issue within 8-12 weeks. Renewing subscribers will see a new expiration date on their mailing labels within 4-8 weeks. [*User Group Alliance, Box 29709, Philadelphia, PA 19117; (215) 438-2500; America Online: UGAlliance.*]

New Disks in NAUG's Library

Clemesha's Ultra 4 Utilities

Ultra 4 lets you create your own dot commands that add power to the program. Barclay Clemesha, a noted UltraMacros programmer, recently developed a valuable disk filled with 23 new Ultra 4 dot commands and 24 useful sets of Ultra 4 macro-based utilities.

The new dot commands include .Accent (prints accented characters), .ChngChar (replaces *any* character with any other character), .FindChar (finds *any* character), .FillBlock (fills a line of contiguous characters with any character), .FillStrng (fills the space between any two delimiters you specify), .FlipChar (swaps two consecutive characters), .FlipStrng (swaps two consecutive strings), .GetLine (stores the current word processor line including tabs and commands), .KeyFix (lets you define one-key macro names), .MouseType (lets you enter mousetext from the keyboard), .PutLine (replaces one word processor line with another), .SC (enters special codes without accessing the Options Menu), .SCPrmt (enters special codes by number), .ScrollFix (scrolls the screen up when the cursor is on any line you specify), .SplitScrn (freezes everything on the screen below the cursor), .StoreChar (enters any character into a word processor document), .Sub and .Super (inserts subscript and superscript commands), .TabFills (enters tab fills), .Write (works like .WriteStr but filters out tabs and other characters), and .ZapCR (deletes carriage returns). The disk includes descriptions and examples of each command.

The macros include Clip.Window (provides a nine-line "push down" clipboard), Multi.Clip (offers nine one-line clipboards), Print (prints each line you type into the word processor), Repeat (inserts repeated strings or deletes columns in the word processor or spreadsheet), Screen.Freeze (freezes the text on one part of the word processor screen), Screen.Write (repeats a character in any direction on the word processor screen), Expert (saves files without clearing the document from the screen), Date (prints date and day of the week, converts

date to scientific format, prints the date in foreign languages), Epson (contains printer commands for Epson printers), IBM (lets you use the extended character set on IBM and Epson printers), Math (converts spreadsheet values to scientific notation; computes factorial N), Poke.Character (inserts any ASCII character in word processor documents), Quick (adds Solid-Apple equivalents for commands like superscript, subscript, and special codes), Statistics (computes standard deviation, linear regression, frequency distribution, and harmonic analysis within the spreadsheet module), Swap (reverses the position of two characters or words), and a collection of miscellaneous spreadsheet and word processor macros.

The Replace macro on this disk can convert tab-delimited files into the comma-delimited format required by many programs.

Finally, the disk includes two BASIC programs that let you disassemble the elements of an Ultra 4 INIT file and reassemble the file with any dot commands you want. For example, you can use these programs to combine eight commands from I.UM.DEFAULTS with seven commands from I.UM.MENUTOOLS to create one file that contains all the dot commands you use. That saves you disk space and desktop memory.

The Clemesha Ultra 4 Utilities disk is shareware; you send the author \$10 after you get the disk from NAUG.

No Slot Clock Patch Disk

The No Slot Clock is a chip that adds a clock to your Apple II+, IIe, or IIfx computer. SMT, manufacturers of the No Slot Clock, now provides a utility disk that lets you use the No Slot Clock with any version of ProDOS. However, users with Zip Chip-accelerated systems report that they cannot use the latest version of ProDOS on their No Slot Clock-equipped computers.

NAUG's No Slot Clock Patch Disk modifies ProDOS 2.0.1 and the No Slot Clock Install program so the latest version of ProDOS recognizes the clock.

Public Domain Update...

The disk includes the latest version of ProDOS and BASIC.SYSTEM, the necessary patch program, and instructions.

Our thanks to Nigel Broder, developer of the patch, for sharing his work with the Apple II community.

Payroll Calculator 1993

The NAUG Public Domain Library now includes the 1993 version of the Payroll Calculator, a payroll system for businesses with up to 25 hourly and nine salaried employees. The Payroll Calculator computes gross earnings, FICA, and FIT withholding, and up to two user-defined deductions. The disk includes comprehensive documentation.

The Payroll Calculator is shareware; you send the author, F. Dean Baird, \$25 if you use the disk in a business environment. The author does not expect the shareware fee from educators who use the files to teach business practices or from others who use the disk in non-business settings. Payroll Calculator requires AppleWorks 3.0.

Seven Hills Utilities

NAUG's new Seven Hills Utilities disk includes four utilities and accessories for your Apple IIGS computer.

Mac Sound Grabber is a stand-alone System 6 utility that lets you sample Macintosh sounds and convert them for use with your Apple IIGS.

Quick Launch lets you add the names of your favorite applications to the System 6 Extras Menu. You can then launch these applications by selecting them from the menu.

SANE Fix fixes a SANE tool problem that sometimes causes applications that use SANE to freeze. This bug can cause occasional unexplained lockups with AppleWorks GS, HyperCard GS, MasterTrack Pro, and with other programs that use the Apple IIGS SANE routines. (Many users encounter this problem for the first time when they use Seven Hills' The Manager. According to Seven Hills, the problem lies with SANE but becomes evident because The Manager lays out bank zero memory differently.)

WakeUp lets you use many pre-System 6 screen blankers with the current IIGS operating system.

The disk includes AppleWorks word processor files with brief documentation about each program.

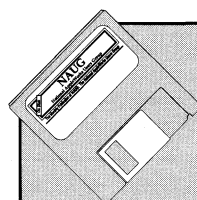
Our thanks to Dave Hecker at Seven Hills Software for supplying this disk to NAUG and to Steve Stephenson for putting his work in the public domain.

The Seven Hills Utilities, which requires an Apple IIGS running System 6, comes on a 3.5-inch disk that costs \$6 plus \$2 s/h from NAUG.

How to Get Disks

Unless otherwise noted, all disks are available in both 5.25-inch (\$4) and 3.5-inch (\$6) format, plus \$2 s/h *per order*. Order from: Public Domain Library, NAUG, Box 87453, Canton, MI 48187; (313) 454-1115; Fax: (313) 454-1965. NAUG accepts Visa and MasterCard.

All NAUG disks (except system disks provided by Apple Computer) are also available for downloading from NAUG's electronic bulletin board (the Electronic Forum), and from the NAUG areas on CompuServe, America Online, and GENie.



NAUG on Disk

A monthly disk that saves you time and makes you more productive with AppleWorks. Each issue of NAUG on Disk includes:

- An electronic copy of the *AppleWorks Forum*.
- Working copies of all macros and patches.
- Working versions of all templates.
- An update to the Electronic Index.
- Public domain templates, utilities, and programs.
- Unpublished articles.

10 month subscription: \$90

Single disk: \$10 postpaid

For a table of contents, send a SASE to:

NAUG • Box 87453 • Canton, MI 48187
(313) 454-1115 • Fax (313) 454-1965

Prices are in U.S. Dollars. International orders by credit card only, international airmail postage additional. NAUG on Disk requires AppleWorks running on an Apple II or compatible equipped with a 3.5-inch disk drive. Many templates and macros require AppleWorks 3.0.

Help with Desktop Publishing and Financial Software

How to Use this List

Use this month's list to find volunteers who will answer your questions about desktop publishing and financial software. To the left of each volunteer's name are numbers indicating the enhancements that consultant supports.

1 = AppleWorks GS	7 = AlphaCheck
2 = Fonts	8 = BusinessWorks
3 = Newsletter Production	9 = Dollars & Sense
4 = Pointless	10 = Managing Your Money
5 = Print Shop	11 = Quicken
6 = Publish-It!	

	City	Home	Work
Alabama			
3,5,6,7,9,11	David A. Normand	Fairhope	205-928-2588
5	Dexter M. Potter	Huntsville	205-881-3359

Arizona			
5,6	Clay Evitts	Tucson	602-885-9789 602-296-5491

California			
3,10	James P. Davis	Hayward	510-489-7024
5,6	Cary Hellman	Walnut Creek	510-945-1290
2,3,5,6,11	Terence Higgins	Newark	510-745-7884 415-593-2500
2,5	Will Nelken	San Rafael	415-459-0845 415-456-1798
11	Richard K. Stone	Northridge	818-360-0055

Colorado			
1,2,4	Lyle Graff	Littleton	303-794-5970 303-977-4557
5,8	Geoff Hollingsworth	Morrison	303-697-9277 303-760-4345
2-4,6,9	Stephen Reiss	Aspen	303-923-6172 303-923-6172

Connecticut			
5,6,11	Judson Day	Groton	203-445-6600
3,5,6	Sandra Navarra	Danbury	203-743-3533 203-797-4778
5	Lynn Erna Niebergall	Cornwall Bridge	203-672-6389

Florida			
1,2,4,5	Henry Clay Bailey III	Jacksonville	904-744-2499 904-725-3477
6	Ann Bennett	Orlando	407-843-0545 407-647-6366
2,5	Robert J. Booz	Port Richey	813-868-1802
5,6,11	Thomas J. Stanius	Miami	305-378-6953 305-375-2095
1-6,8-11	Jeff Strichard	Ft. Lauderdale	305-587-9590 305-977-4991

Georgia			
5	Anne Irwin	Rockmart	706-684-8454
5,6,11	Rick White	Stone Mountain	404-469-0521 404-616-3350

Idaho			
5,6	Donald H. Campbell	Lewiston	208-743-9639 208-743-8589

Illinois			
5,6	David Grayson	Oak Park	708-848-0946 708-573-2760
5,6,11	Charles Jonaitis	Wilmette	708-256-7871

Indiana			
4	Donald Corson	Memphis	812-256-3517 502-473-3036
5,11	Jack Countryman	Greensburg	812-663-4998
1,3,6	Don Wood	Madison	812-265-3080

	City	Home	Work
Iowa			
6,11	Keith King	Ft. Madison	319-372-9521 319-753-6561

Louisiana			
2,3,6	Charles Fryling, Jr.	Baton Rouge	504-766-3120 504-388-1473

Maryland			
3,6	Gary Hayman	Greenbelt	301-345-3230
5,6,10	Tony Mattern	North East	410-658-4799 410-658-5535
3,5,6,11	Michael Spurrier	Baltimore	410-298-0263 410-396-0775

Massachusetts			
6	Marie A. Barry	Beverly	508-927-3736
1,5,6	Rick Paula	Barre	508-355-4475 508-355-5045

Michigan			
11	George Calder	Livonia	313-455-0045
5	James T. Clark	Wyoming	616-243-8361
6	Del Conkright	Port Austin	517-738-7345 517-738-5231
3,5,6	Sharon A. McCreery	Kalamazoo	616-344-1201
6	Michael McMinn	Swartz Creek	313-635-0497 313-232-6541

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1-6	James Hirsch	Coon Rapids	612-421-8393 612-422-5572

Montana			
2,3,6	Steve Bernbaum	Shepherd	406-373-6393

New Hampshire			
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1,5,6	Paul Cuetara	N. Hampton	603-964-8343 603-964-8343

New Jersey			
2,3,5,6,11	Pete Crosta	Nutley	201-667-6369 201-677-4019
2,5,6	Gary Hansen	Highland Park	908-819-0017
5	Wm. P. Scratchley, Jr.	Brick	908-920-3833

New Mexico			
5,6	Paul Edwards	Las Cruces	505-525-2708

New York			
2,5,6,9-11	William C. Bates	Tonawanda	716-834-5428
5,6	Bob Beer	Coram	516-928-6870
1-6	Ira M. Garvin	Oakdale	516-563-1253 516-489-7620
5	Amy S. Perry	Arkport	607-295-7932 607-295-7471
2,3,6,10	Gary C. Walters	Hamburg	716-941-5442

North Carolina			
10	Jim Llewellyn	Greensboro	919-282-1759
5,6	Willard Seehorn	Whiteville	919-642-9722 919-642-7182

Ohio			
5	Jason Chao	Cleveland Heights	216-321-5451 215-844-3791
1-4,6	Tom Gwilt	Conneaut	216-593-2216

Oklahoma			
3,5,6,10	M. Coleman Hull	Oklahoma City	405-722-2066
11	George W. Sall	Tulsa	918-747-7018
3,6,11	Don L. Stephens	Norman	405-321-0806

Oregon			
1-3,5,6	Jim Emig	Portland	503-771-1916 503-280-5676
1-6,11	Richard Millus	Medford	503-772-9787

Members Helping Members...

		City	Home	Work
Pennsylvania				
1,5,11	Claude W. Davis, Jr.	Stewartstown	717-993-6874	717-845-3571
5,11	Dennis Gold	Philadelphia	215-938-1102	215-961-2058
11	Hal Shapiro	Eagleville	215-630-8936	
6,9	Norman Spangler	Altoona	814-942-2269	814-942-1276
6	Marvin Tubbs	Union City	814-438-7281	814-438-3441
Rhode Island				
3,5	Don McCabe	Saunderstown	401-294-6256	508-636-2611
South Carolina				
1,2,4	David R. Kerwood	Charleston	803-766-7902	803-743-3130
Tennessee				
5,11	Joel Goldman	Nashville	615-352-3617	615-352-8676
Texas				
1,2,5,9	B.H. Hinshaw, Jr.	Arlington	817-274-2740	214-670-2119
2-4,6,11	Ramon F. Merlin	San Antonio	210-496-5331	
Vermont				
2	Douglas C. Corey	Middlebury	802-388-6209	802-388-4021
8	John Nunnikhoven	Weston	802-824-6286	
Virginia				
1,3,5	Franklin C. Baer	Harrisonburg	703-432-9230	703-433-8652
5	Ellen Nesbit	Virginia Beach	804-496-8931	804-366-4545
2,4-6	Wayne Sheffield	Virginia Beach	804-340-6799	
Washington				
8,11	Kent Hayden	Tacoma	206-566-9467	206-931-2669
5	Nancy Langlow	Bellevue	206-868-7254	206-455-6052
Wisconsin				
1-3,5,11	Peter W. Lee	Milwaukee	414-344-6807	414-229-6528
2,5	Lucas Mikkelsen	Glen Flora	715-322-5633	715-532-5511
Australia				
5	D.E. Bruce	Caringbah, NSW	612-527-4731	612-524-3859
Brazil				
5,6	Paulo Chachamovich	Porto Alegre	051-226-4358	051-225-4778
Canada				
5	Jim Low	Toronto	416-690-3943	
1,2,4-6	Jean Guy Mariage	Montreal	514-922-4566	514-252-2541
1,2,5,6,11	Trudy Young	Toronto		416-449-9400
England				
1-5	Andrew C. Letchford	Plymouth	0752-770-178	
France				
6,9,10	Henry Marsh	Fontenay Aux Roses	1 43 50 27 45	
6	Alain Zimmermann	Palaiseau	1 69 31 07 64	1 49 78 02 88
Israel				
2,3,5,6,10	Bernard Katz	Ramat Aviv	03-642-3716	
Japan				
5	Jack Thro	Osaka	81-6-338-9163	81-6-586-3926
New Zealand				
1	Henry Harrison	St. Lukes, Auk.	9 8469 419	9 4861 491
Switzerland				
2,3,5,6	Charles Kubler	Volketswil	01-945-5873	
Taiwan				
2,5	Bud Simrin	Taichung	04-623-4117	

New Volunteers Who Will Help

Please add the following names to your list of Seniors Helping Seniors volunteers:

Wendell Stream, 809 Maple Avenue, Woodward, Iowa 50276; (515) 438-4142. Mr. Stream uses AppleWorks to help manage his antique business. He also developed an AppleWorks-based billing system for the Water Department in his town.

Ed Berry, 8 Raymond Court, Lincoln Park, New Jersey 07035; (201) 694-5283 Nov. to April. May through Oct.: 140 Upper A Street, Peaks Island, Maine 04108; (207) 766-2192. Mr. Berry is a retired mathematics teacher who can help with AppleWorks and most of the TimeOut enhancements.

John R. Engberg, 13200 Idlewild Drive, Bowie, Maryland 20715; (301) 262-9347. Mr. Engberg has used Apple IIe and IIGS computers since 1984. He can help with AppleWorks, most of the TimeOut modules (including TimeOut UltraMacros), System 6, ProSel, Font Factory GS, Pointless, PrintShop, and SuperConvert. Mr. Engberg asks that you call evenings and weekends.

Ruth Phillips, 670 N.E. Dahoon Terrace, Jensen Beach, Florida 34957; (407) 334-9467. Ms. Phillips, a retired technical writer, currently uses AppleWorks to produce a quarterly newsletter and a telephone directory. Ms. Phillips can also help with New Print Shop, Publish It!4, Print Magic, and Quicken.

Accelerated IIGS Systems

NAUG members who need help speeding up their Apple IIGS computers should contact Birdman Hsu. Mr. Hsu uses a Western Design Engineering Chip on a ZipGSX card to run his Apple IIGS at 14 megahertz (about six times faster than its normal speed) while using the standard power supply in the computer. Contact: Birdman Hsu, Taiwan Telecomm Network Services, 5th Floor, 669 Hsiang-Hsang Road, Sec.1, Taichung City, Taiwan; Fax: 886-4-383-1420; CompuServe: 101400,635.

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NAUG on Disk ²	\$90	\$180
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³ Payment must accompany all purchase orders.

NAUG shares members' addresses with other users groups and selected vendors. If you do not want to receive mail from these agencies, check here: ☐

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Electronic Index Update

Enter the default values for these categories:

Volume #: 8 • Issue #: 6 • Date: June 1993

Letters to NAUG • 2 • Better Output from Epson Printers • Hautzik, Robert M. • Epson; printers; printing effects; Grappler; fonts; mathematics

Letters to NAUG • 2 • How to Use the "Clock Patch" • Vidile, Tom • ProDOS; patches; clock cards; No Slot Clock; dates

My Favorite Template • 3 • An AppleWorks Cookbook • Hecker, Stan • templates; cookbook; data base

Special Offers • 6 • Special Offer on Helium Balloons • N/A • Balloons Software; Helium Balloons; education; special offers

My Favorite Macro • 7 • How to Get Correct Word Counts • Johnson, Keith; Williams, Warren • macros; UltraMacros; word processor; spelling checkers

My Favorite Macro • 9 • TimeOut Word Count Is Faster • Johnson, Keith; Williams, Warren • TimeOut; Word Count

Software Review • 10 • Universe Master: My Favorite Hard Disk Management System • Garvin, Ira M. • Universe Master; hard disks; System 6; Econ Technologies; disk management; Apple IIgs; special offers

AppleWorks News • 14 • Apple Offers Free On-Site Service and Lower Prices • N/A • Apple Computer; LaserWriter; warranty; repairs; PowerBook; Macintosh

General Interest • 15 • How to Replace a Keypatch • Ziomek, Dennis • repairs; keyboards; keyswitch; Apple IIe; hardware

Special Offers • 18 • Discounts on Computer Repairs • N/A • Creative Solutions; repairs; Apple II; Macintosh; Laser 128; Franklin; special offers

Software Review • 19 • Family Tree: A Quality Genealogical Program for the Apple II • Kilzer, David • Family Tree; genealogy; data bases

General Interest • 23 • How to Import ClarisWorks Files into AppleWorks • Luoma, Nanette • ClarisWorks; AppleWorks; word processor; import; file transfers; Macintosh; Apple File Exchange

General Interest • 24 • A Conflict with ProDOS File System • Luoma, Nanette • Macintosh LC; Apple IIe Card; ProDOS File System; Macintosh; Apple File Exchange

Special Offers • 27 • Special Offers for NAUG Members • N/A • Impact; Epson; printers; repairs; Apple Computer; Panasonic; ImageWriter; magazines; User Group Alliance; hardware

Public Domain Update • 28 • New Disks in NAUG's Library • Clemesha's Ultra 4 Utilities; No Slot Clock Patch Disk; Payroll Calculator; Seven Hills Utilities; public domain; Ultra 4; No Slot Clock; Seven Hills Software; payroll; business

Members Helping Members • 30 • Help with Desktop Publishing and Financial Software • Luoma, Nanette • AppleWorks GS; fonts; newsletters; Pointless; Print Shop; Publish-It!; AlphaCheck; BusinessWorks; Dollars & Sense; Managing Your Money; Quicken

Members Helping Members • 31 • New Volunteers Who Will Help • N/A • Seniors Helping Seniors; Western Design Center; ZipGSX; speed

New Keywords: Apple IIe Card; cookbook; Creative Solutions; disk management; Dollars & Sense; Franklin; Helium Balloons; keyswitch; magazines; Managing Your Money; ProDOS File System; Publish-It!; User Group Alliance; warranty



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